Preface

Honorable customers,

Thanks for choosing products of our company. The product with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity.

Bio-office is a sub brand of Anviz USA. Bio-office series fingerprint products combine fingerprint and traditional RFID technology. All models come with powerful background time attendance management software which can support all kinds of complicated shift and generate various reports. It is versatile, convenient and multi-functional.

Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Advantage of Fingerprint Time Attendance

- Three level-up
  1. Management level-up
  2. Profit level-up
  3. Enterprise image level-up
- Three reductions
  1. Employee dispute reduction
  2. Work redundancy reduction
  3. Environmental pollution reduction
- Three eliminations
  1. Buddy punching elimination
  2. Loss and damage elimination
  3. Circular cost elimination
- **Full function**

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- **Multi-communication in network**

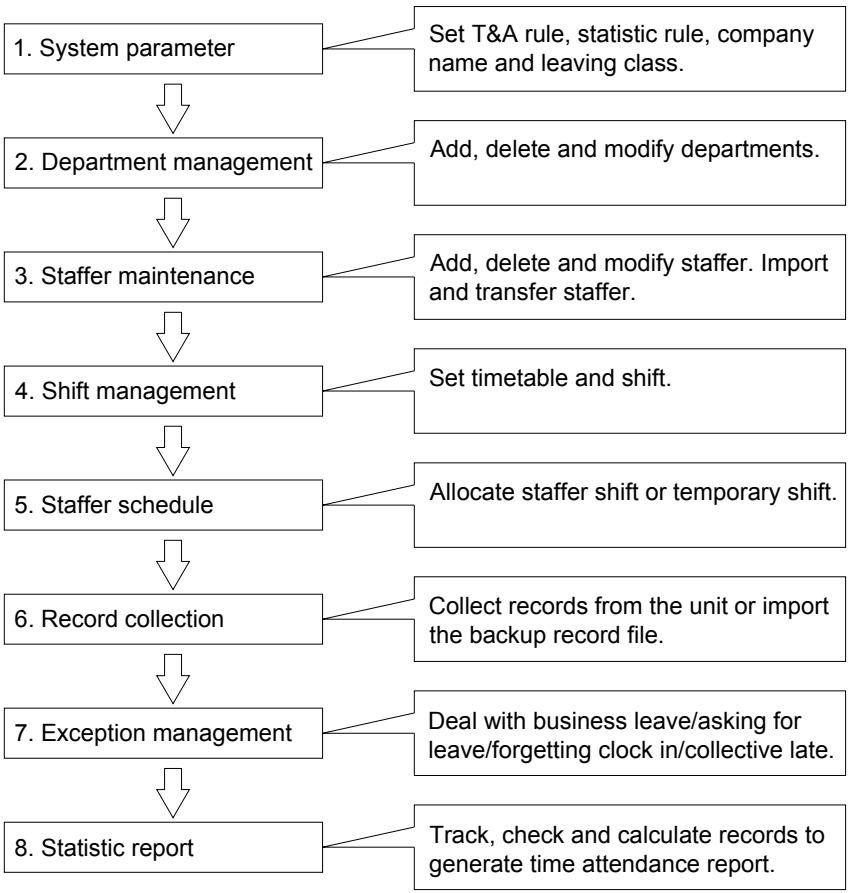
For large enterprise, multiple devices can be applied to do attendance synchronously, which will convenient for large quantity of users and save times.

Software Operation Flowchart

(Important chapter please read carefully)

This software includes: System parameter, department management, staffer maintenance, shift management, staffer leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:


1. System parameter
Set T&A rule, statistic rule, company name and leaving class.
2. Department management
Add, delete and modify departments.
3. Staffer maintenance
Add, delete and modify staffer. Import and transfer staffer.
4. Shift management
Set timetable and shift.
5. Staffer schedule
Allocate staffer shift or temporary shift.
6. Record collection
Collect records from the unit or import the backup record file.
7. Exception management
Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report
Track, check and calculate records to generate time attendance report.

1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of staffer. Department setting should be completed before staffer maintenance.

3. When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company staffer in accordance with certain format. For the format, please refer to【import staffer list】 so that all staffer can be import to the system at one time. Staffer can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to staffer. Each staffer can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each staffer.

6. Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7. There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all staffer or a certain staffer from a certain department in a certain time period.

In【Attendance Calculating and report】, first please select the starting and ending date of the staffer, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in calculation report for one staff, the possible reasons are as follows:

Staffer shift or temporary shift is incorrect.

Exceptions such as staffer away for business/ask for leave/forgetting clock in/out is

incorrect.

Checking and calculation of transaction records is incorrect.

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Chapter1 Introduction

The main theme of this chapter is the advantage of this T & A, as well as function introduction.

1 Product Introduction

1.1 TC300/TC350 Introduction

TC300/TC350 Fingerprint T&A and Access control Machine is a new standalone time attendance and access control system produced by this company in 2009. New generation BioNano fingerprint identification algorithm, which undergoes researching for 10 years, with TI 300MHz high speed processor, all self-owned intellectual property rights, unique function of healing the broken fingerprint lines and intelligent fingerprint template update, is one of the most efficient and stable fingerprint algorithm in the world.

TC300/TC350 is a wall mounted (128×64 white LCD) fingerprint T&A and access control system, can be used offline or online. It can control locks also records time and attendance transactions.

TC300/TC350 Fingerprint T&A and Access control Machine

1.1.1 Product Feature

- USA TI 300MHz high speed processor;
- USA BioNano core fingerprint algorithm of high speed and stability;
- New generation fully sealed, waterproof, and dustproof fingerprint sensor;
- Standard USB/RS485 communication, dry contact output, Standard USB pen drive for TC350;
- Identification method: ID + password, ID + fingerprint, fingerprint only ;
- Fingerprint capacity: 2000; Record capacity: 50000;

- Identification speed: <0.5 second;
- Size: 200mm (W) × 140mm (H) × 38mm (D);

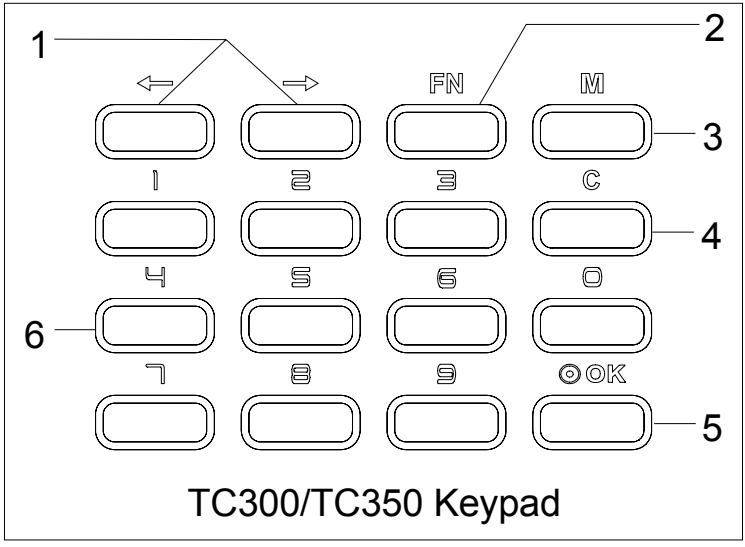
Chapter2 Operation Guide

This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.

2 Operation Guide

Due to different configuration of different device type, please operate based on device specification.

2.1 Keypad Introduction



Keypad introduction：

1.[←]：Direction(Up)/select key; [→]：Direction(Down)/select key;

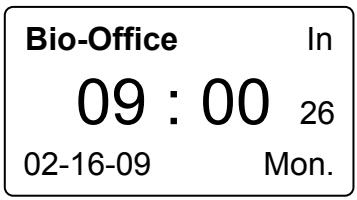
2. [FN]：Special function key; 3. [M]：Menu key;

4. [C]：Exit/Cancel key; 5. [OK⏻]：OK/Power key;

6. [0-9]：Number key;

2.2 Time attendance status

Plug 12V power adaptor to power on machine. While machine startup, there will be voice prompt ‘system start’, with sensor, LED indicator and LCD displaying,



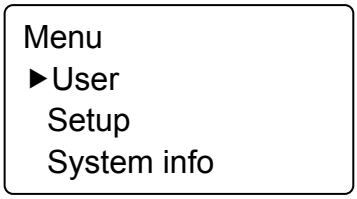
In this status, we can start user T&A, status setting, entering management mode and power off operation.

The followings are detailed introduction for T&A machine operation.

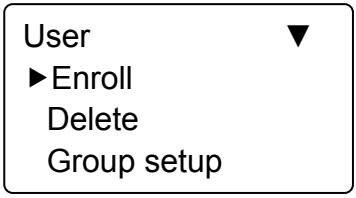
2.3 User

Staff info management includes user registration, user deletion, group setting and manager setup and deletion.

Press 【M】to enter system management mode 【User】 option with 【←】 or 【→】 key.

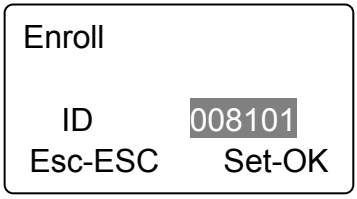


Press 【OK】 button to enter the sub-menu,

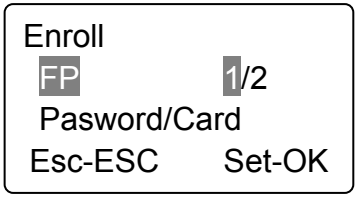


2.3.1 User enroll

In 【User】 menu - 【Enroll】 , Press 【OK】to enter user registration interface. Input user ID, i.e. 8101,



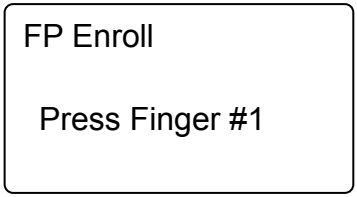
Press 【OK】to continue,



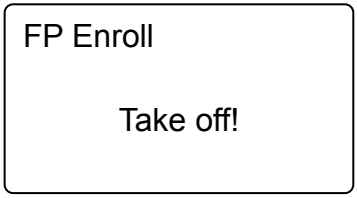
Fingerprint registration:

Press 【←】 or 【→】 key to select 1 or 2, 1 is to register the 1st FP, 2 is to register

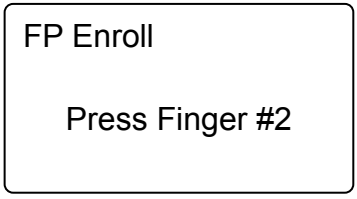
the 2nd FP. Press 【OK】key to continue,



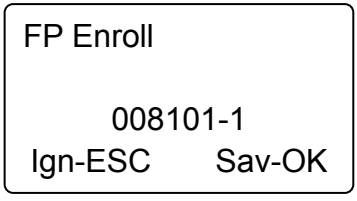
Place the finger on sensor scanner. If scanning finger successfully, the system will prompt as following,



Remove finger, the system will prompt,



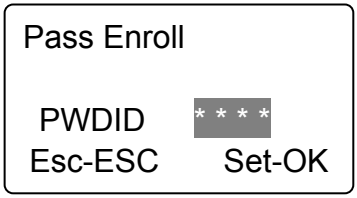
Place the same finger on sensor scanner. After scanning successfully, the system will prompt,



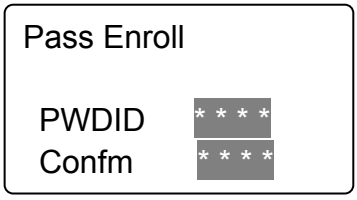
Press 【OK】key to save fingerprint. Press 【C】key to user registration interface. The 2nd finger registration is the same step as above.

Password registration:

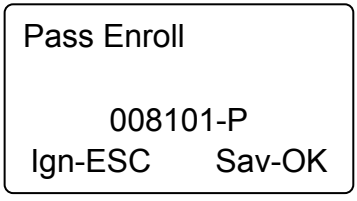
Press 【←】 or 【→】 key to 【Password】 option. Press 【OK】to continue,



Input password with 1-4 digit. Press 【OK】 to confirm. Input password again. The system will prompt,



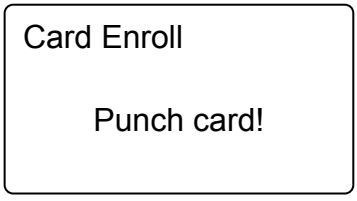
Press 【OK】key and enter save interface,



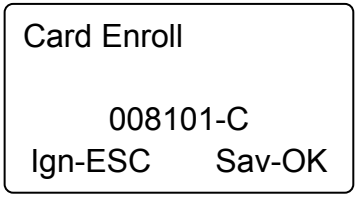
Press 【OK】key to save password. Press 【C】key and exit to user registration interface.

Card registration:

Press 【←】 or 【→】 key to 【Card】option. Press 【OK】and continue,



Swipe one ID card one time. The system will get card number and enter save interface,



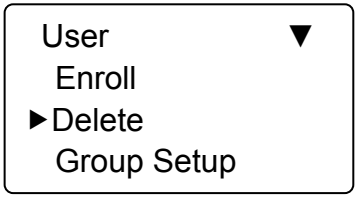
Press 【OK】to save card number. Press 【C】to exit and enter user registration interface.

Prompt: Do operation according to specified machine. Different type, different function.

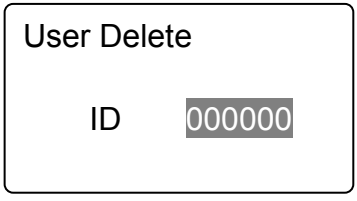
2.3.2 User Deletion

When there are staff leaving or staff info changing, we need to delete these staff to free more memory space.

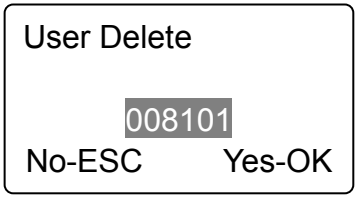
In 【User】 menu, press 【←】 or 【→】 key to 【Use delete】option



Press 【OK】key to enter user deletion interface,.



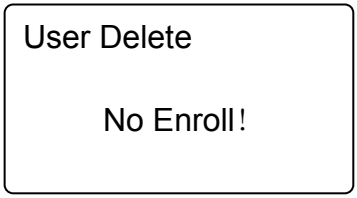
Input staff ID to be deleted. Press 【OK】 and enter delete confirm interface,



Press 【OK】to confirm with voice prompts 'Deletion successfully'. Press 【C】 to cancel.

Prompt: staff deletion will delete all info of the staff and can't resume. Please take caution!

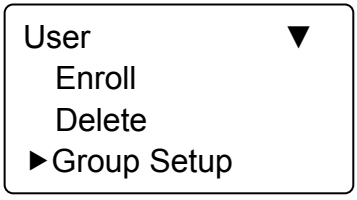
When machine has no such staff ID, the system will prompt,



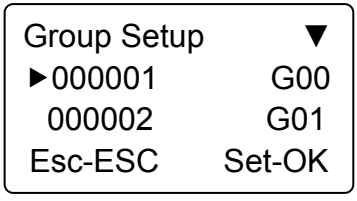
2.3.3 Group Setup

Group is based on time zones. One group can set max 4 time zones, so max 32 time zones can be set. Normally, system will default group 1 as normal close status group, group 1 as normal open status group..

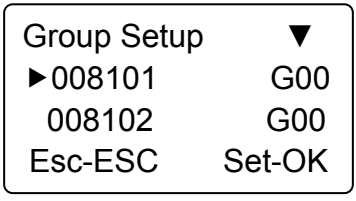
In 【User】 menu, press 【←】 or 【→】 key to 【Group Setup】 option,

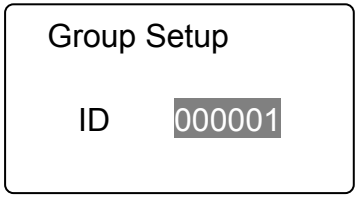


Press 【OK】key to enter group setup interface,

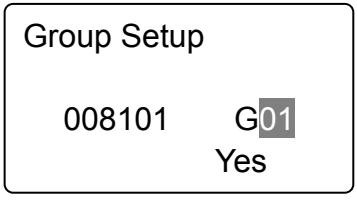


Press 【←】 or 【→】 key to select group ID or press 【OK】to input user ID and group ID manually.

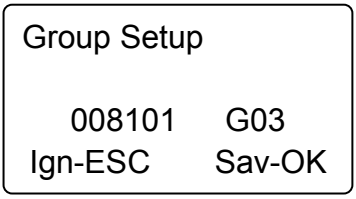




After input user ID, press 【OK】to enter group interface.



Group number can be input through【←】or【→】key or number key. Max group number is 16.). Press 【OK】key to confirm and enter save interface.



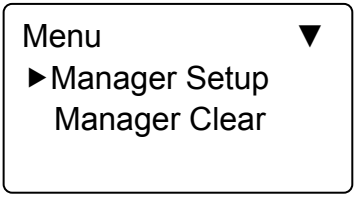
Then press 【OK】key to save staff' group settings with voice prompt 'Setting successfully'. Press 【C】key to cancel this operation as well.

Prompt: functions are different based on different device type.

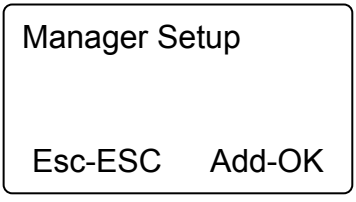
2.3.4 Manager Setup

To prevent illegal managers, we need to set device manager who should be identified to enter menu and do operation.

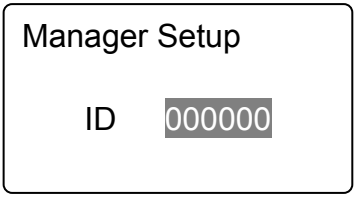
In【User】menu, press【←】or【→】key to select【Manager Setup】option.



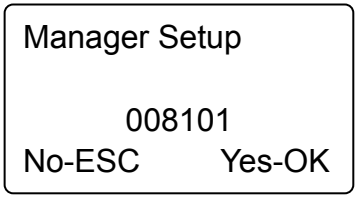
Press 【OK】key to enter Manager setup interface,



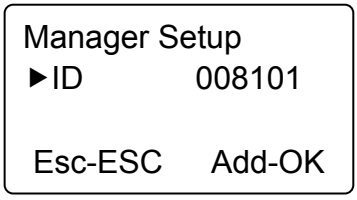
Press 【OK】to start adding manager,



Input the user ID i.e. 8101. Press【OK】key to enter manager setup save interface,



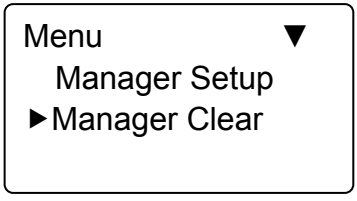
Press 【OK】key again to confirm saving. After adding completed, exit to manager setup interface.



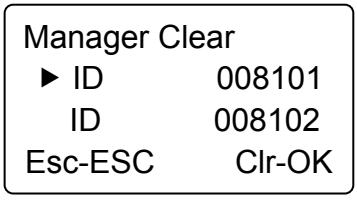
You can press 【OK】key to continuously add other managers, and press 【C】to exit as well.

2.3.5 Manager Clear

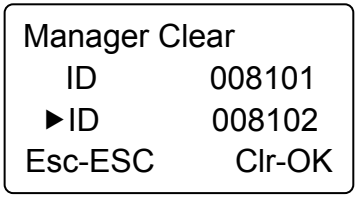
Choose 【Manager Clear】 option in 【User】menu.



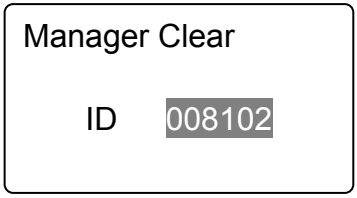
Press 【OK】to enter manager clear interface,



Press 【←】 or【→】 key to choose the manager ID to be deleted, i.e. 8102.

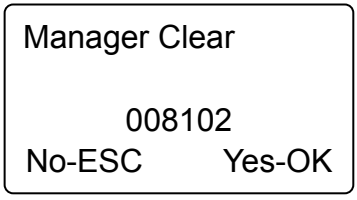


Press 【OK】key to confirm he manger ID.

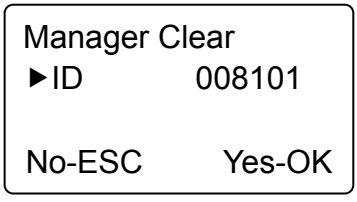


Note: in manager clear interface, you can press【OK】key to input manager ID and delete it manually.

Press 【OK】key to confirm the manager ID to be deleted, and enter manager clear interface,



Press 【OK】key again and confirm to delete manager 8102. Then exit to manager clear interface.

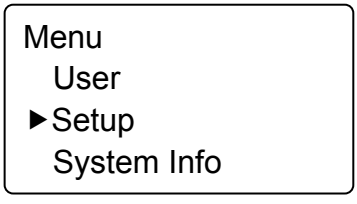


Press 【OK】key to delete manager continuously. Press 【C】key to exit manager clear interface as well.

2.4 Setup

Setup menu mainly includes system setup and log setup.

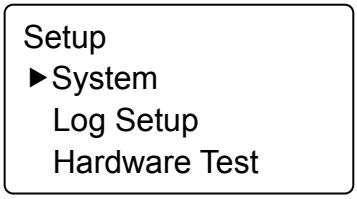
Enter management menu, press 【←】 or【→】 key and shift to 【Setup】option.



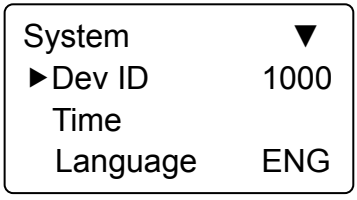
Press 【OK】key to enter 【Setup】 sub-menu. Press 【←】 or【→】 key to shift menu.

2.4.1 Device ID

In 【Setup】 menu, press 【←】 or【→】 key to enter 【System】setup option,



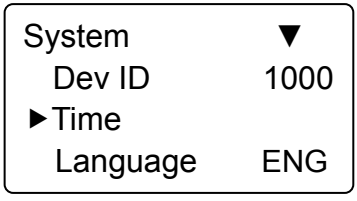
Press 【OK】key to enter system setting sub-menu,



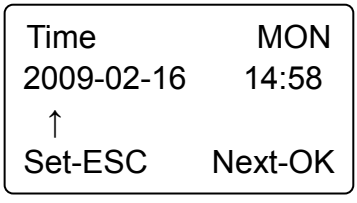
Prompt: device ID can only be checked in device and not allowed to modify.

2.4.2 Time

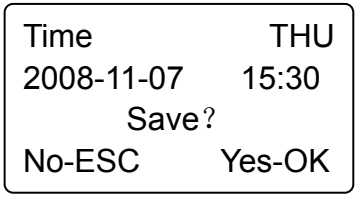
In 【System】setup menu, press 【←】 or【→】 key and shift to 【Time】 option.



Press 【OK】 key to enter time setting interface.



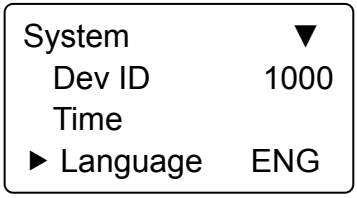
You can press the【OK】key to shift the year, month, day. And adjust the time. After setting completed, press 【C】key and enter system time save interface,



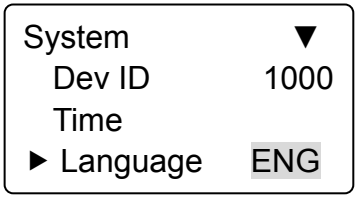
Press 【OK】key to save system time. Press 【C】key to cancel and exit to upper menu

2.4.3 Language

In 【System】setup, press 【←】 or 【→】 key and shift to 【Language】option,

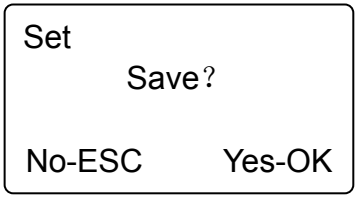


Press 【OK】key to enter language setting interface,



You can press 【←】 or 【→】 key to shift the language. (The system already has 6 languages: Simplified Chinese, Portuguese, Spanish, French, English, and Traditional Chinese. And then press 【OK】 to confirm.

Then you can continue to do other function settings. And press 【C】key to enter setting save interface.

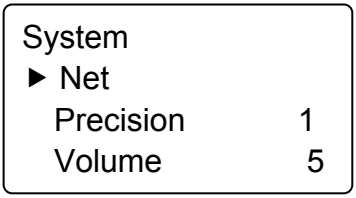


Press 【OK】 key to save system setting. Press 【C】to cancel and exit to upper menu.

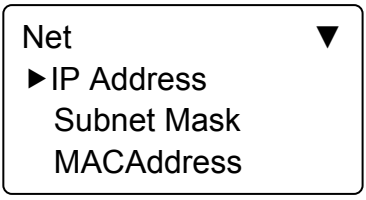
2.4.4 Network Setting

Network setting main includes IP address, subnet-mask, MAC address, gateway, far-end IP, far-end limit settings.

In 【System】setup, press 【←】 or 【→】 key and shift to 【Net】option,



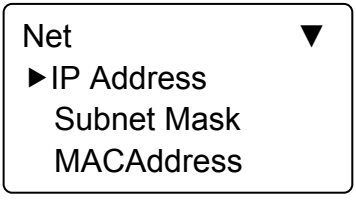
Press 【OK】key to enter net parameter interface,



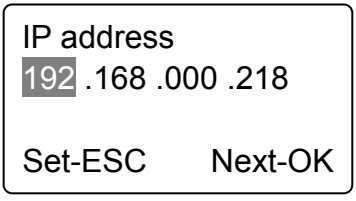
Press 【←】 or 【→】 key to do net parameter setting.

IP address,

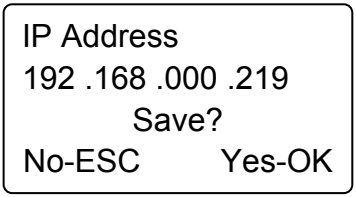
Press 【←】 or 【→】 key and shift to 【IP address】option,



Press 【OK】key to enter IP address setting interface,



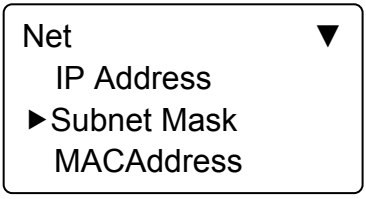
Press 【←】 or 【→】 key or number key to input IP address. Press 【OK】key to shift between the 4 segment. After setting completed, press 【C】key to enter IP address save interface.



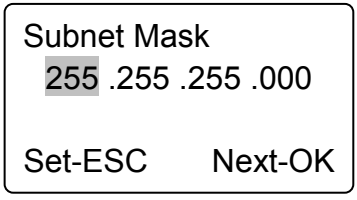
Press 【OK】key to save the modification. Press 【C】key to cancel.

Subnet mask

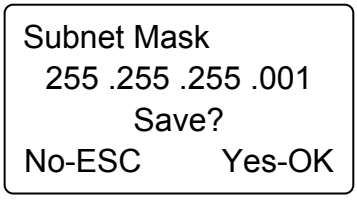
Press 【←】 or 【→】 key and shift to 【Subnet mask】option.



Press 【OK】key to enter subnet mask setting interface,



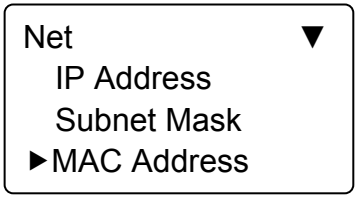
Press 【←】 or 【→】 key or number key to input subnet mask. Press 【OK】 key to shift between the 4 segment. After setting completed, press 【C】key to enter subnet mask save interface.



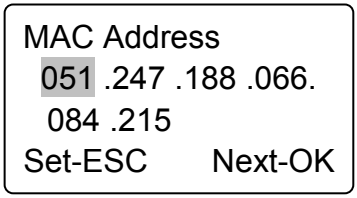
Press 【OK】key to save the modification. Press 【C】key to cancel.

MAC address

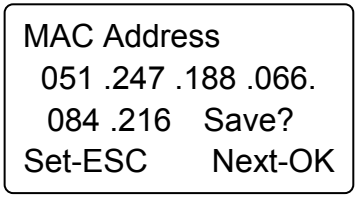
Press 【←】 or 【→】 key and shift to 【MAC address】option.



Press 【OK】key to enter MAC address setting interface,



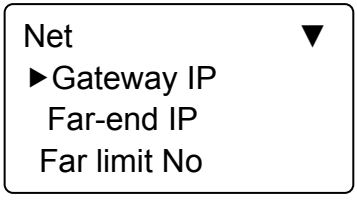
Press 【←】 or 【→】 key or number key to input MAC address. Press 【OK】 key to shift between the 6 segment. After setting completed, press 【C】key to enter MAC address save interface.



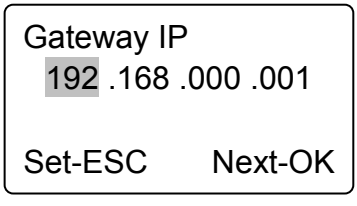
Press 【OK】key to save the modification. Press 【C】key to cancel.

Gateway address

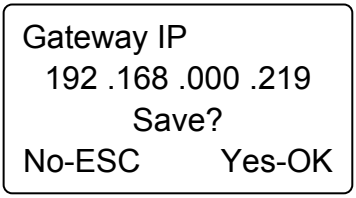
Press 【←】 or 【→】 key and shift to 【Gateway IP】option.



Press 【OK】key to enter gateway IP setting interface,



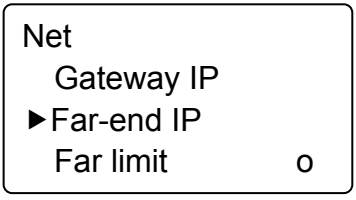
Press 【←】 or 【→】 key or number key to input gateway IP. Press 【OK】key to shift between the 4 segment. After setting completed, press【C】key to enter gateway IP save interface.



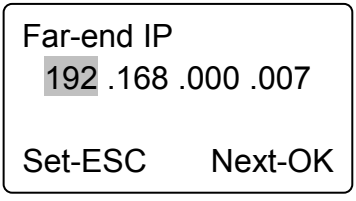
Press 【OK】key to save the modification. Press 【C】key to cancel.

Far-end IP

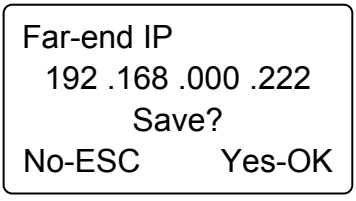
Press 【←】 or 【→】 key and shift to 【Far-end IP】option.



Press 【OK】key to enter far-end IP setting interface,



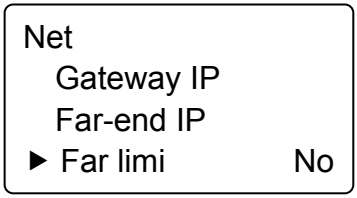
Press 【←】 or 【→】 key or number key to input far-end IP. Press 【OK】key to shift between the 4 segment. After setting completed, press 【C】key to enter far-end IP save interface.



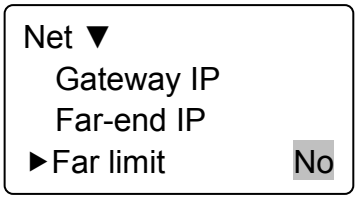
Press 【OK】key to save the modification. Press 【C】key to cancel.

Far-end limit

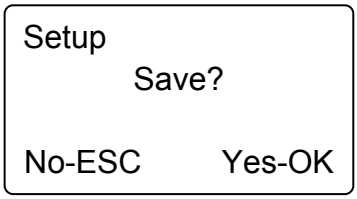
Press 【←】 or 【→】 key and shift to 【Far-end limit】option.



Press 【OK】key to enter far-end IP limit setting interface,



Press 【←】 or 【→】 key to select Yes or No. Press 【OK】key to confirm. Then press 【C】key to enter setting save interface.

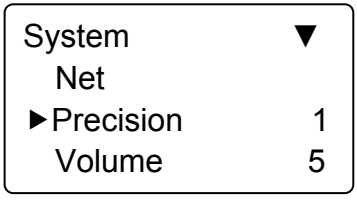


Press 【OK】key to save the modification. Press 【C】key to cancel.

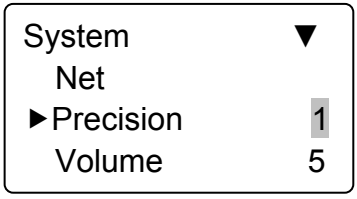
2.4.5 Matching Precision

There are three fingerprint matching precision level (0, 1, 2).0 is lower precision (basic) .1 is standard precision (good).2 is high precision (excellent) as follows:

Press 【←】 or 【→】 key and shift to 【Far-end IP】option:



Press 【OK】key to enter precision setting interface,

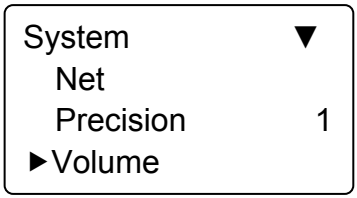


Press 【←】 or 【→】 key or number key to adjust the precision. Press 【OK】 key to confirm. Then press 【C】to save the setting.

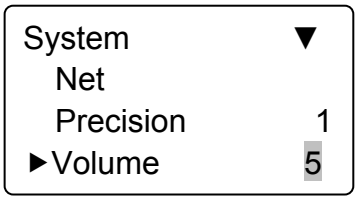
2.4.6 Volume

Volume 0 is mute, 1 is the min volume. Volume will be higher if the number increases.

Press 【←】 or 【→】 key and shift to【Volume】option,



Press 【OK】key to enter volume setting interface,



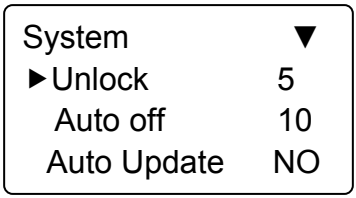
Press 【←】 or 【→】 key to adjust volume. Press 【OK】key to confirm setting, press 【C】key to save the setting.

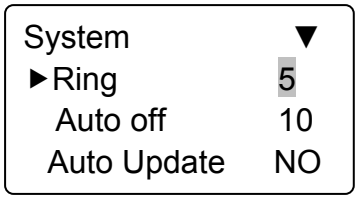
2.4.7 Lock Delay/Ring Delay

Lock delay is the time range since lock open to close after user access granted. Ring delay is the ring lasting time. 'No' means no delay and the max delay time is 15 seconds.

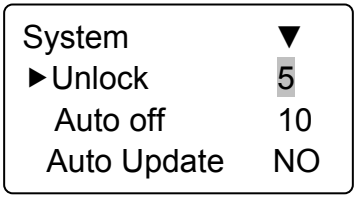
For TC500/TC550, different devices have different function and display. Please set according to real condition.

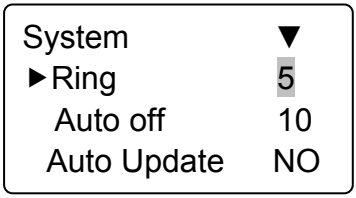
Press 【←】 or 【→】 key and shift to 【Lock delay】or【Ring delay】option,





Press 【OK】key to enter delay time setting interface,



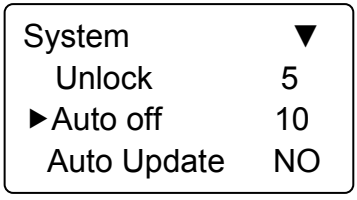


Press 【←】 or 【→】 key or number key to input delay time. Press 【OK】key to confirm. Then press 【C】to save the setting.

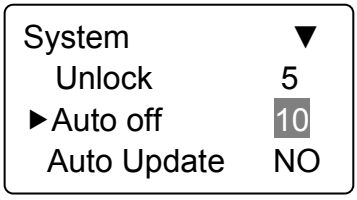
2.4.8 Auto Off

Auto off is the time period from the last operation on device to coming into dormancy status. Time range is 1-250 seconds. 'No' is no dormancy for ever.

Press 【←】 or 【→】 key and shift to 【Auto off】option.



Press 【OK】key to enter auto off setting interface,

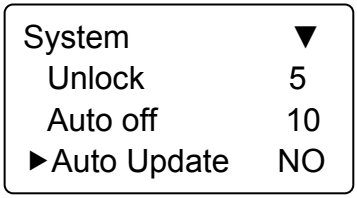


Press 【←】 or 【→】 key or number key to input dormancy time. Press 【OK】 key to confirm. Then press 【C】to save the setting.

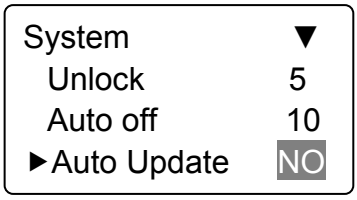
2.4.9 Auto Update

Update the fingerprint template intelligently: During fingerprint sensor identification process, the senor replaces the lowest-quality data with new, higher-quality data that it acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts.

Press 【←】 or 【→】 key and shift to 【Auto off】option：



Press 【OK】key to enter auto off setting interface：

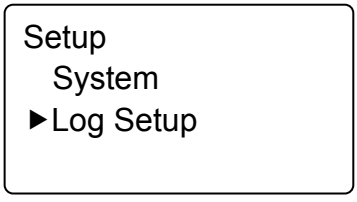


Press 【←】 or 【→】 key to choose 'Yes' or 'No', and then press 【OK】key to confirm. Then press 【C】to save the setting.

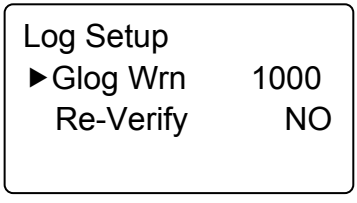
2.4.10 Log setup

Log warning number has the highest limit of 5000. When the available records memory is less than the "Glog Wrn", system will prompt corresponding operation.

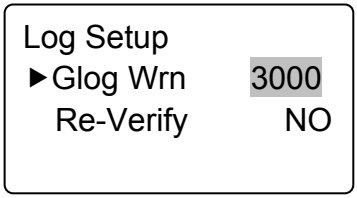
Press 【←】 or 【→】 key and shift to 【Log Setup】option.



Press 【OK】key to enter sub-menu,



Press 【←】 or 【→】 key and shift to 【Glog Wrn】option. Press 【OK】key to enter log warning setting interface.



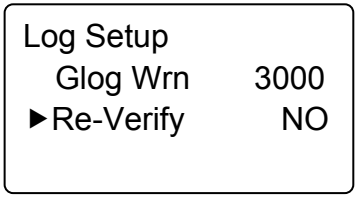
Press【←】or【→】key or number key to input log warning number. Press【OK】key to confirm. Then press 【C】to save the setting.

2.4.11 Re-Verify time

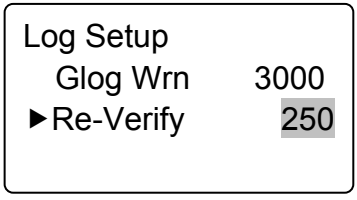
The Re-verify time is the time interval in which you make continuous records with the same finger (1-250 minutes), then the device will only save the first record. If the re-verify value is “NO”,

It means that you every record saved in the device.

In【Log Setup】menu, Press【←】or【→】key and shift to【Re-Verify】option.



Press 【OK】key to enter re-verify setting interface,



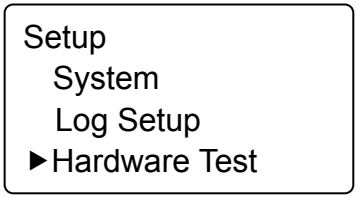
Press 【←】 or 【→】 key or number keypad to input time. Press 【OK】key to confirm. Then press 【C】to save the setting.

Prompt: if the same finger is identified continuously in re-verify time period, only the first record will be saved in device memory.

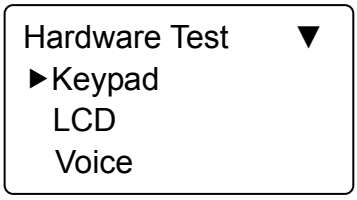
2.4.12 Hardware Test

Test the functions of machine keys, LCD, voice, scanner and data area.

Select 【Hardware test】option in 【Setup】menu

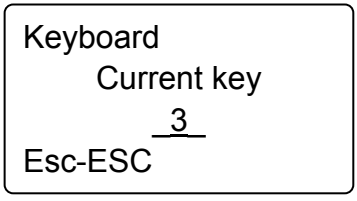


press【OK】to enter setting interface as following:

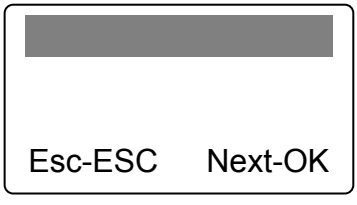


Press 【←】 or 【→】key to choose testing option and press 【OK】key to start.

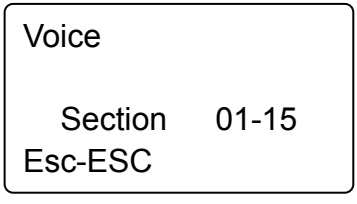
Keyboard: press【←】or【→】key to select 【Keyboard】option, and press【OK】to enter keyboard testing interface. Then press any key to start keys testing (i.e. press key 3, if interface shows current key as 3, it indicates the key 3 works.)



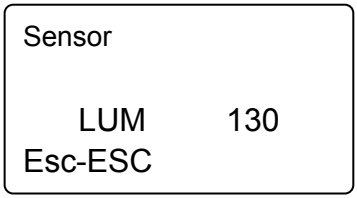
LCD: press 【←】 or 【→】key to select 【LCD】option, and press 【OK】 to enter LCD testing interface.



Voice: press 【←】 or 【→】key to select 【Voice】option, and press 【OK】 to enter voice testing interface.

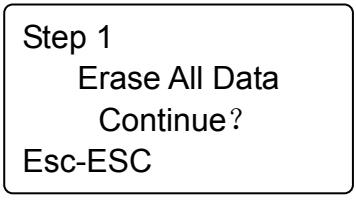


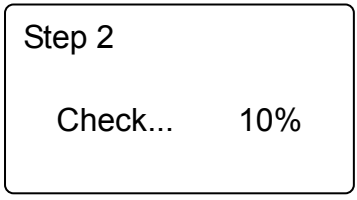
Sensor: press 【←】 or 【→】key to select 【Sensor】option, and press 【OK】 to enter sensor testing interface.



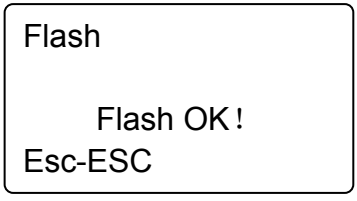
Flash: press【←】 or 【→】key to select 【Flash】option, and press 【OK】 to enter flash testing interface.

Two steps,:1. Erase all data; 2. Check





After checking completed, the interface will show the checking result,

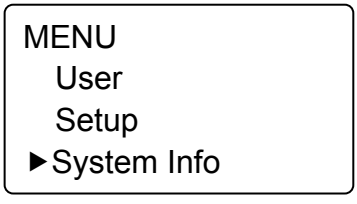


After each testing is finished, press 【C】key to exit.

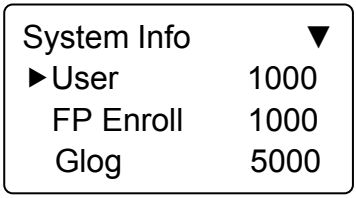
2.5 System info

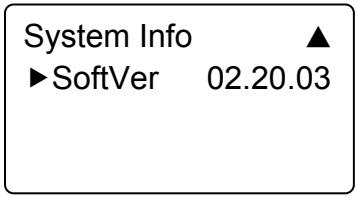
System info shows the current usage status of device, such as user quantity, fingerprint quantity, records quantity and the firmware version etc.

In management mode, press 【←】 or 【→】 key and shift to 【System Info】 option.



Press 【OK】key to enter system info interface, and check info of correct operated device.





User: Registered user number in device

FP Enroll: registered fingerprints number. Select it and press 【OK】key and you can check the same password and card enrollment number.

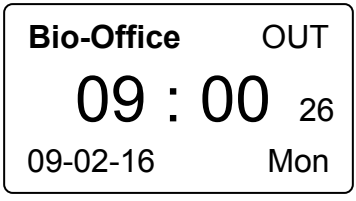
Prompt: display info will be based upon different device configuration.

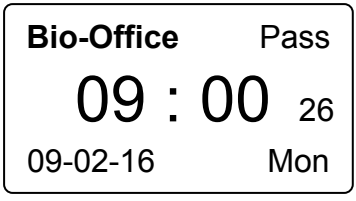
Firmware version: the firmware version of program which write in EROM or EPROM (Programmable read only memory). So called firmware is firm program saved in integrated circuit firmly, responsible for controlling and dealing with integrated circuit.

After checking completed, click 【C】to exit.

2.6 T&A status setting

In T&A status, press【←】or【→】key to shift attendance status. System default statuses are IN, Pass, OUT.

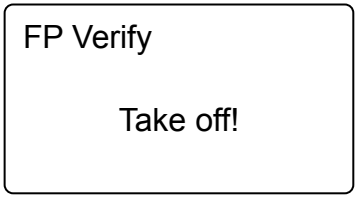




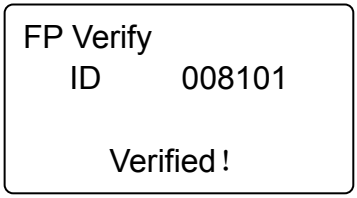
2.7 T&A

FP only mode:

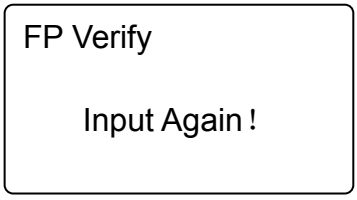
In T&A status, place registered finger on sensor scanner. After a beep ‘di-’, system will prompt as following,



Remove your finger. If access granted, green LED indicator will be on with voice prompt ‘Access granted’. And interface displays as following,

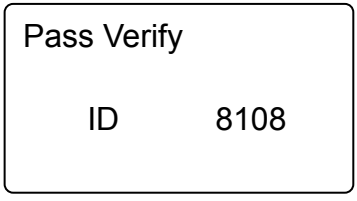


If access fails, red LED indicator will be on with voice prompt ‘Access denied’. And interface displays as following,



ID+ Password mode:

In T&A status, input staff ID through number keypad, i.e. 8108.

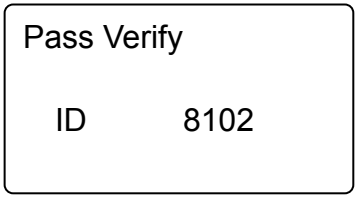


Press 【OK】key to confirm ID, and input password following prompt,

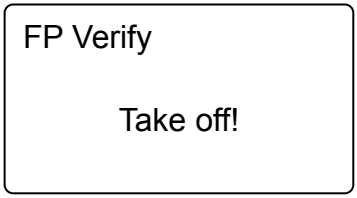
Input staff password and press 【OK】key to confirm. If verification passes, green LED indicator will be on with voice prompt ‘Access granted’. Else red LED indicator will be on with voice prompt ‘Access denied’.

ID+FP mode

In T&A status, input staff ID, i.e. 8102



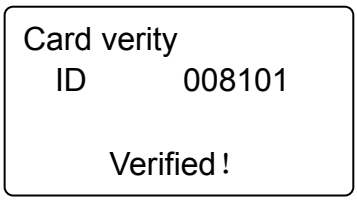
Press 【OK】key to confirm and place finger on sensor scanner. After a beep ‘di-’, system will prompt as following,



Remove your finger. If access granted, green LED indicator will be on with voice prompt ‘Access granted’. Else red LED indicator will be on with voice prompt ‘Access denied’.

Card only mode

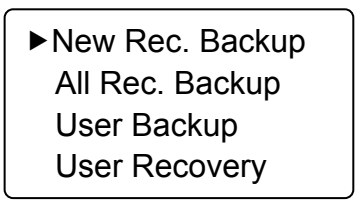
Swipe user card close to card area. After a beep ‘di-’, system will prompt as following,



2.8 U pen driver operation guide

Plug U pen drive into USB port.

Interface will enter U pan module operation menu,

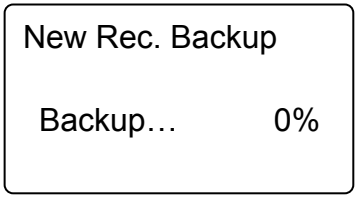


Press 【←】 or 【→】 key to select any item to operate.

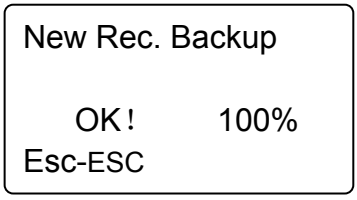
2.8.1 New record backup

Download T&A records to U pan drive.

Pres 【←】 or 【→】 key and choose 【New record backup】item. Press 【OK】 key to start backing up the new records.



After back up process bar shows 100%, press 【C】key to exit and back to upper menu.



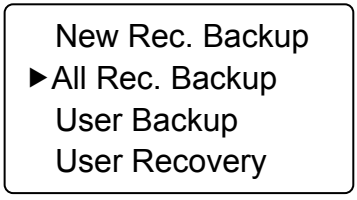
New record file is BAK.KQ located in G:\00000001.

Prompt: G is the disk name on PC of U pen drive. 00000001 is T&A machine serial number.

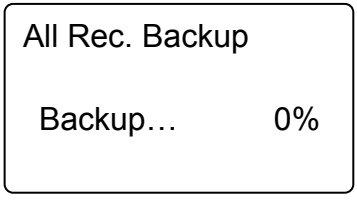
2.8.2 All records backup

Download all time attendance records saved in device memory to U pen drive.

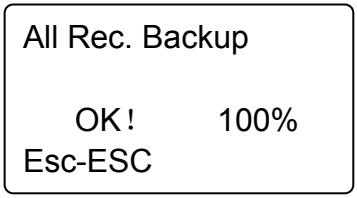
Press 【←】 or 【→】 key and shift to 【All Rec. Backup】option,



Press 【OK】key to start backing up all time attendance records.



After back up process bar shows 100%, press 【C】key to exit and back to upper menu.



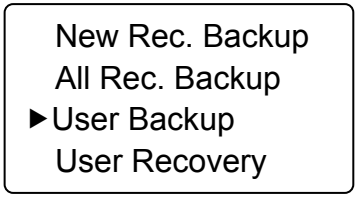
All records file is BAK.KQ located in G:\00000001.

Prompt: if you backup new records firstly, recommend to save new record file to local pc. Else it will be replaced with all records file.

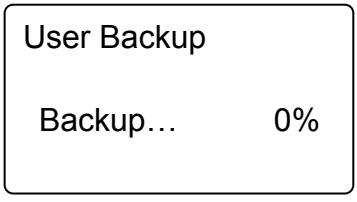
2.8.3 User Backup

Download user records saved in device to U pen drive.

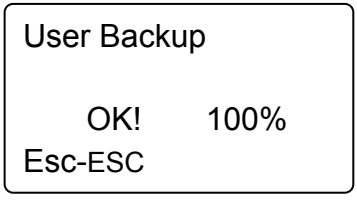
Press 【←】 or 【→】 key and shift to 【User Backup】option,



Press 【OK】key to start backing up user info.



After back up process bar shows 100%, press 【C】key to exit and back to upper menu.



User backup file is BAK.YG and BAK.ZW located in G:\00000001.

User info file is located

2.8.4 User Recovery

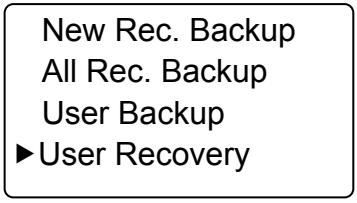
Upload the user info saved in U pen drive to time attendance machine.

There are two ways to recover user info.

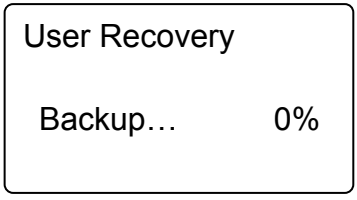
1,Copy BAK.YG and BAK.ZW to root directory, then plug U pen drive into time attendance machine and start user recovery.

2, Export user info to U pen drive through U flash management software, then repeat step 1.

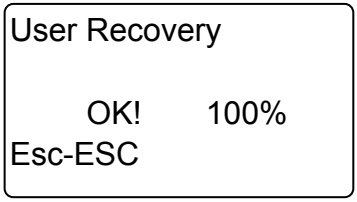
Press 【←】 or 【→】 key and shift to 【User Recovery】option,



Press 【OK】key to start recovering user info.

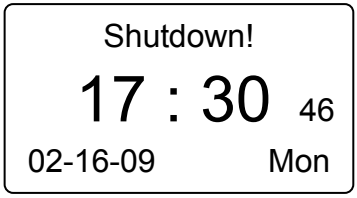


After recovery process bar shows 100%, press 【C】key to exit and back to upper menu.



2.9 Shut down

In time attendance status, keep pressing 【OK】key until interface shows as following,



Then device will shut down.

Notice: if external power is connected, you can press【OK】key to power on device.

Chapter3 System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3 System Installation

First we should install background management software on the computer. Please refer to the following steps:

3.1 Running Environment

Hardware environment

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

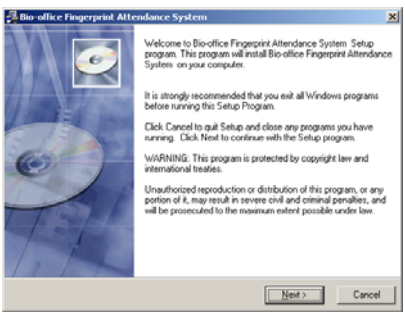
Operating system

Microsoft Windows 2000/ XP (recommended);

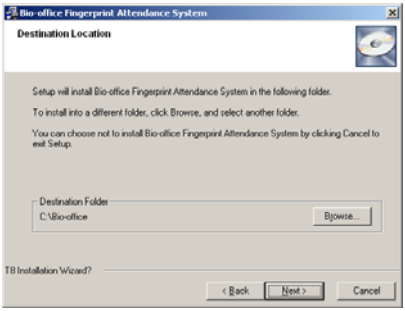
Microsoft Windows Vista;

3.2 System Installation

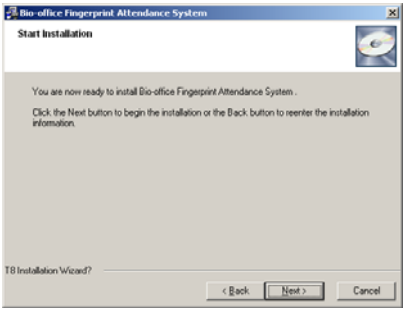
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:


Bio-office Fingerprint Attendance System
Welcome to Bio-office Fingerprint Attendance System Setup program. This program will install Bio-office Fingerprint Attendance System on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

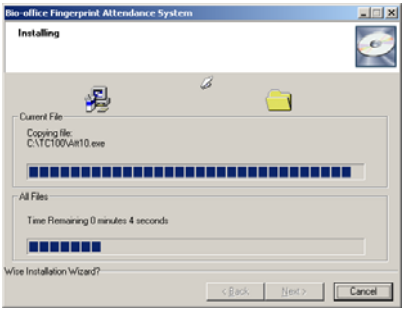
Click【Next】 to continue installation (see the picture below):


Bio-office Fingerprint Attendance System
Destination Location
Setup will install Bio-office Fingerprint Attendance System in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install Bio-office Fingerprint Attendance System by clicking Cancel to exit Setup.
Destination Folder
C:\Bio-office
Browse...
TB Installation Wizard?
< Back
Next >
Cancel

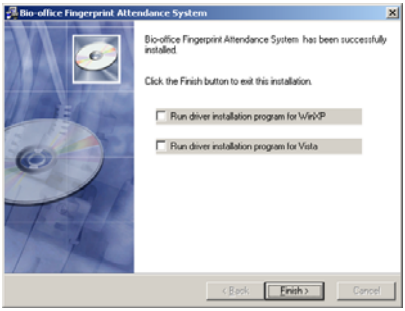
Select the target directory to install the program and the default is “C:\Bio-office”. Click 【Next】 to continue installation (see the picture below):


Bio-office Fingerprint Attendance System
Start Installation
You are now ready to install Bio-office Fingerprint Attendance System .
Click the Next button to begin the installation or the Back button to reenter the installation information.
TB Installation Wizard?
< Back
Next >
Cancel

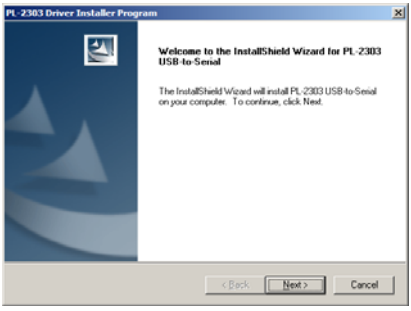
Click【Back】and installation will return to the previous screen and re-select target directory; Click 【Next】 and the installation will start as the following picture shows:



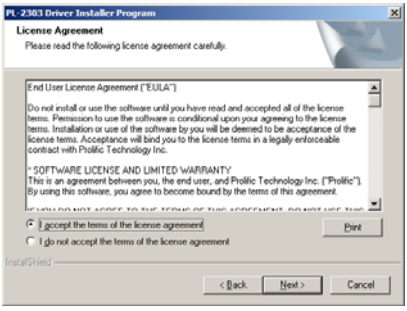
The installation will be done after seconds (see the picture below):


Bio-office Fingerprint Attendance System
Bio-office Fingerprint Attendance System has been successfully installed.
Click the Finish button to exit this installation.
Run driver installation program for WinXP
Run driver installation program for Vista
< Back
Finish >
Cancel

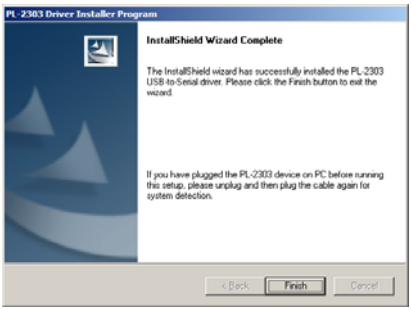
Choose the driver for your pc's operating system, for example: Run driver installation program for Windows XP, then the driver installs wizard window will pop-up:


PL-2303 Driver Installer Program
Welcome to the InstallShield Wizard for PL-2303 USB-to-Serial
The InstallShield Wizard will install PL-2303 USB-to-Serial on your computer. To continue, click Next.
< Back
Next >
Cancel

Click 【Next】 button, the interface will show as following:

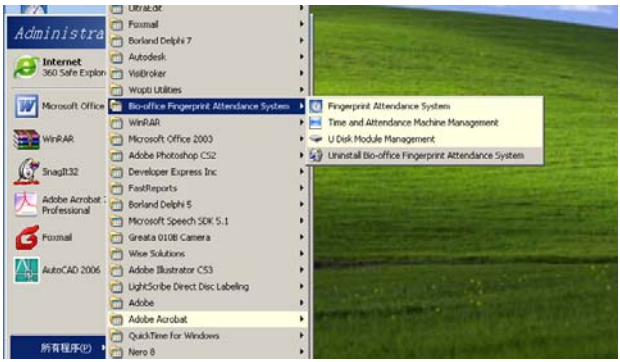

PL-2303 Driver Installer Program
License Agreement
Please read the following license agreement carefully.
End User License Agreement ("EULA")
Do not install or use the software until you have read and accepted all of the license terms. Permission to use the software is conditional upon your agreeing to the license terms. Installation or use of the software by you will be deemed to be acceptance of the license terms. Acceptance will bind you to the license terms in a legally enforceable contract with Prolific Technology Inc.
* SOFTWARE LICENSE AND LIMITED WARRANTY
This is an agreement between you, the end user, and Prolific Technology Inc. ("Prolific"). By using this software, you agree to become bound by the terms of this agreement.
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Print
InstallShield
< Back
Next >
Cancel

Choose 【I accept the terms of the license agreement】 button，Click【Next>】 button to install driver. After installation completed, the following window will show as below:


PL-2303 Driver Installer Program
InstallShield Wizard Complete
The InstallShield wizard has successfully installed the PL-2303 USB-to-Serial driver. Please click the Finish button to exit the wizard.
If you have plugged the PL-2303 device on PC before running this setup, please unplug and then plug the cable again for system detection.
< Back
Finish
Cancel

Click 【Finish】button and exit install interface, click 【Finish】 to close the installation program and an icon will be added to the desktop. If you want to install the driver, you should select the driver to fit your computer's operating system and then click 【Finish】 to install the driver.

Double click it and the T&A management system will be started. In addition, 【Bio-office Fingerprint Attendance System】 has been added to 【All Programs】. Please see the picture below:



The shortcut of 【Bio-office Fingerprint Attendance System】, 【Time and Attendance machine Management】 and 【U Disk Module Management】 are included in "All Programs"

3.3 Uninstall the software

Click 【Uninstall Bio-office Fingerprint Attendance System】 in the above picture, click 【Next】 and the program will be uninstalled automatically.

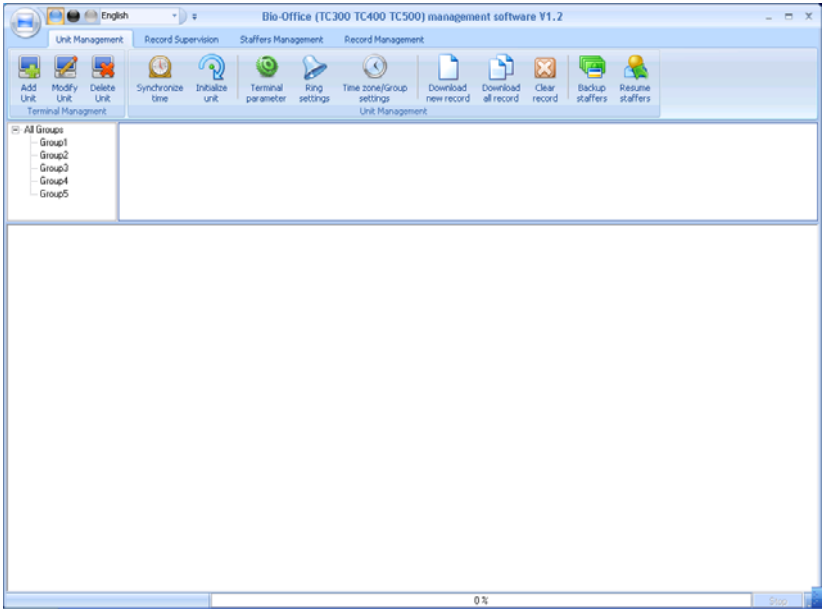
Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter4 Communication

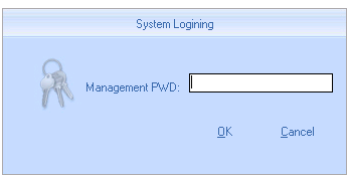
The chapter is mainly about how to add, delete and set communication between PC and terminal.

4 Data Communication

Select 【Start】-【All programs】-【Bio-office attendance management system】-【Time and Attendance Management】. The main interface will show as following (default password is empty):



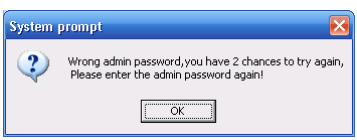
If the time attendance software's login password is not empty, you should enter the password firstly.



Enter the password and click the button 【OK】 to login.

If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

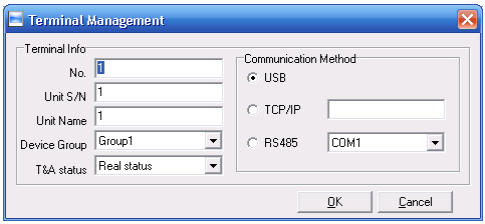


Click the button 【OK】. And then try to enter the correct password

4.1 T&A Machine Management

4.1.1 Add Unit

Click the button 【Add Unit】. Following windows pops up:



Remark:

No.: This number can be set as you like.

Unit S/N: Serial number is used to identify every time attendance terminal (this number is on back label as “Serial No”);

Unit Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device. If you set it as “ON Duty”, all the records’ status which is from this machine will be “On duty”.

USB: Connect the terminal via USB cable;

RS485: The default value is COM1;

TCP/IP: Input the terminal’s IP address. The default IP address is 192.168.0.218().

Click the button 【OK】to save the information. Can see a saffron yellow terminal icon (

). Please move the cursor to the terminal icon it displays as follows:

Machine Number: 1
Machine Name: Head office
Serial Number: 500
Communication Method: USB
Connection State: Abnormal

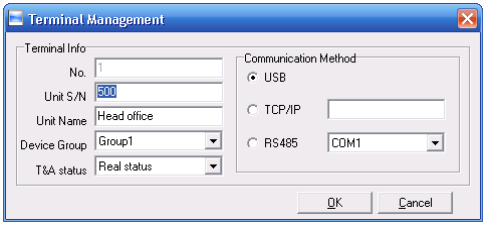
The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, teminal icon will

become blue (

).

4.1.2 Modify Unit

Choose the terminal and then click 【Modify Unit】, the following window pops up:



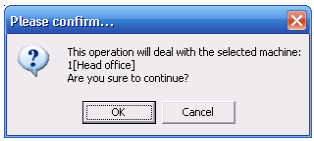
Modify the information and then click the button 【OK】to save the modification. Click the button 【Cancel】 to cancel the modification.

Notice: If the “No” is already exist in the software, following message box pops up:

Click the button 【OK】 to set the Unit information again.

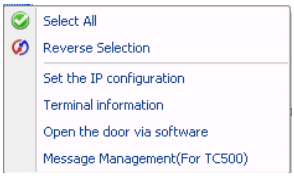
4.1.3 Delete Unit

Choose the T&A unit and then click the button 【Delete Unit】. Following message box pops up:



Click the button 【OK】to delete or click the button 【Cancel】to cancel.

4.1.4 Right Key Menu

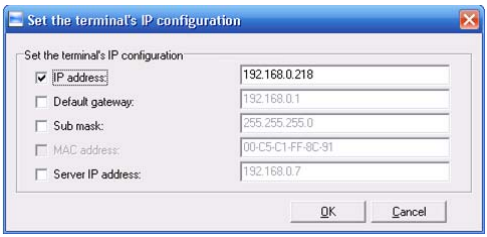


【Select All】:Select all the terminals.

【Reverse Selection】: Select the terminals which are not selected. Cancel the terminals which are selected.

4.1.4.1 Set the IP Configuration

Click 【Set the IP configuration】and open the window:

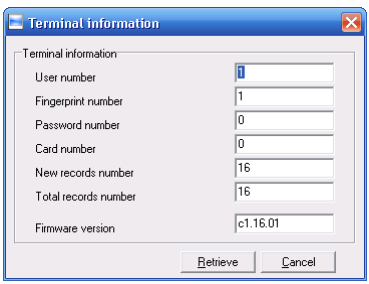


Select the check box and then modify the parameters. Click the button 【OK】to save

[2009-03-18 13:26:14]1[Head office]Set the network parameters successfully

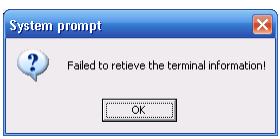
4.1.4.2 Terminal Information

Display terminal information as follows:



Click the button 【Retrieve】to retrieve the terminal information. Click the button 【Cancel】to close the window.

If failed to retrieve the terminal information, it prompts:



4.1.4.3 Open the door via software

Open the door via software

If you click the item 【Open the door via software】, you can see the information in the main interface as follows:

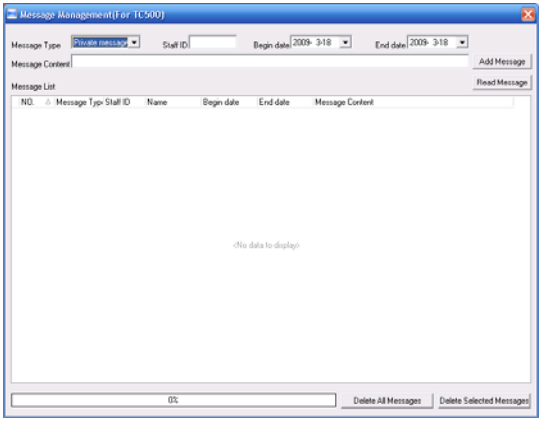
[2009-03-18 13:35:58]1[Head office]Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

4.1.4.4 Message Management

Send the message to the user when he clock in.

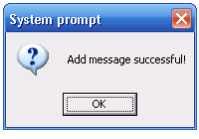
Click the item, a window pops up as follows:



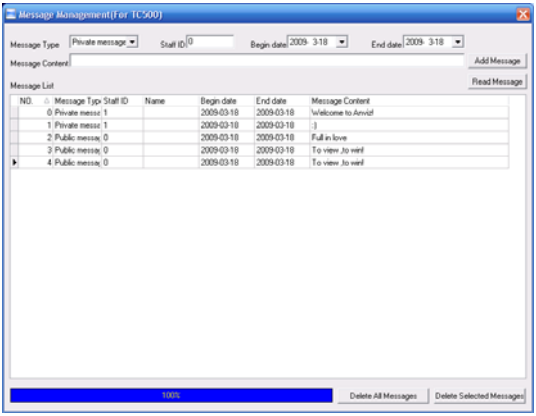
There are two kind of message type: Private message and public message

Private message need the staffer ID. If you do not input the staffer ID, following message box pops up:

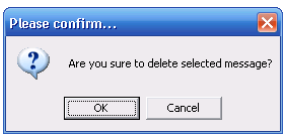
Click 【Add Message】 ,following window will popup:



Click【Read message】,you will see the message in the 【Message List】,as follows:

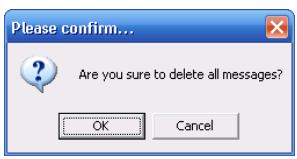


You can select one message and click【Delete Selected Messages】to delete the message. One window pops up as follows:



Click 【OK】to confirm deletion. Click【Cancel】to cancel the deletion.

Click【Delete All Messages】if you want to delete all the messages. One window pops up as follows:

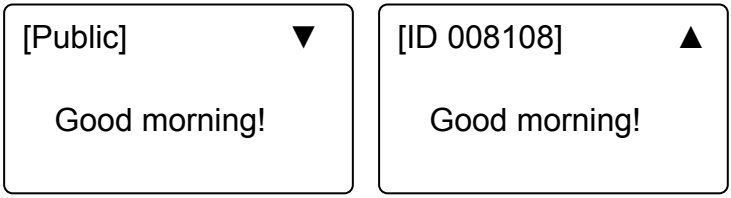


Click 【OK】to confirm deletion. Click【Cancel】to cancel the deletion.

If you click 【OK】,it prompts:

Click 【OK】to confirm.

The message displays on the terminal's LCD as follows:



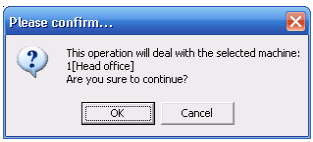
Public message Private message

Message length: 27 Chinese letters or 54 English letters.

Notice: You can shift the messages by pressing the button 【▲】.【▼】

4.1.5 Synchronize Time

Synchronize the Terminal's time with the computer time. Click the button 【Synchronize time】. Following message box pops up:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

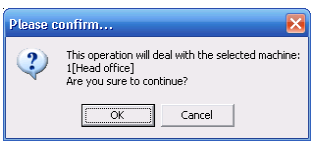
Some operation information displays in the main interface as follows:

[2009-03-18 13:49:24]Synchronizing time...
[2009-03-18 13:49:25]1[Head office]Synchronization successful!

4.1.6 Initialize Unit

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button 【Initialize Unit】. Following message box pops up:



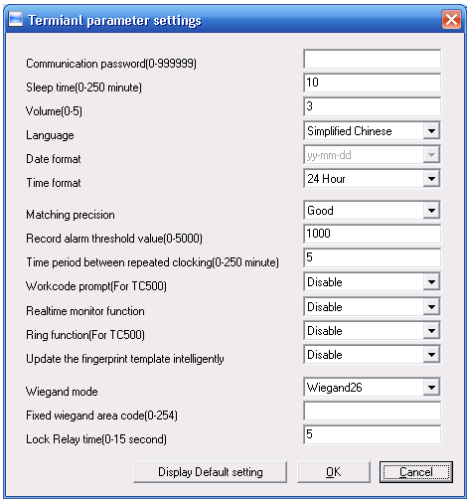
Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Some operation information displays in the main interface as follows:

[2009-03-18 13:52:59]Initializing...
[2009-03-18 13:53:01]1[Head office]Initialization successful!

4.1.7 Terminal parameter settings

Click the button 【Terminal Parameter】. The 【Terminal parameter settings】 interface pops up:



Communication password(0-999999): This parameter is reserved and not available now.

Sleep time(0~250minutes): How long dose the terminal turn to the sleep mode if there is no one operating the terminal.

Volume(0~5): The volume of the prompt sound in the terminal. The default value is 3.

Language: You can set the terminal's language as Simplified Chinese, Traditional Chinese, English, French, Spanish or Portuguese.

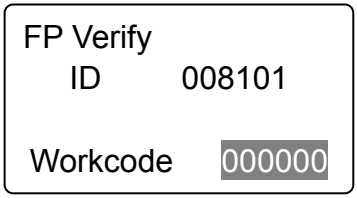
Date format: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

Matching precision: Normal, Good, Exact. The default value is Good.

Record Alarm Threshold Values: If the rest memory space for the record is less than the threshold value, the machine will alarm.

Time period between repeated Checking(0~250minutes): The maximum value is 250 minutes. And the default value is 30s.

Workcode prompt: The workcode indicates what kind of work that the staffer takes. If you enable this function, the terminal asks for the workcode after one get pass from the terminal.



Click the button 【 OK 】 to confirm. This function is only for the TC500/TC550/OC500.

Real-time monitor function: Realtime monitor function is only for the TCP\IP communication method.

Ring function: Enable is function before using the Ring time settings. It is only for TC500/TC550.

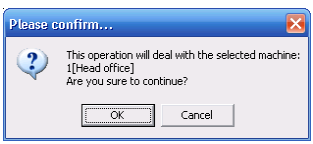
Update the fingerprint template intelligently: During fingerprint sensor identification process, the senor replaces the lowest-quality data with new, higher-quality data that it acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts. Default status is limited.

Wiegand Mode: Wiegand26, Anviz wiegand.

Fixed wiegand area code(0~254): If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

Lock Relay time(0~15seconds): The door open delay.

Click the button 【OK】 to save the settings. Following message box pops up:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

The operation information in the main interface is as follows:

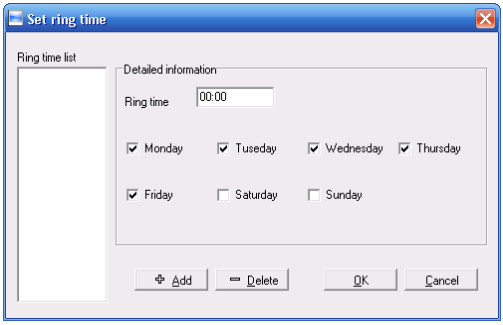
[2009-03-18 15:05:08]Set Advanced Parameter...
[2009-03-18 15:05:10]1[Head office]Parameter setting successfully!

Click the button 【Display default setting】to see the terminal's default settings

4.1.8 Ring settings

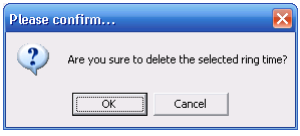
Set the ring time. Please enable the Ring function in the parameter settings first of all (TC500/TC550).

Click the button【Ring settings】.【Set ring time】 window pops up as follows:



Input the ring time and then click the button【+ Add)】to add the ring time to the "Ring time list".

You can also click the button 【-Delete】to delete the ring time from the "Ring time list". One message box pops up as follows:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Click the button 【OK】 to save the settings. Following operation information displays in the main interface:

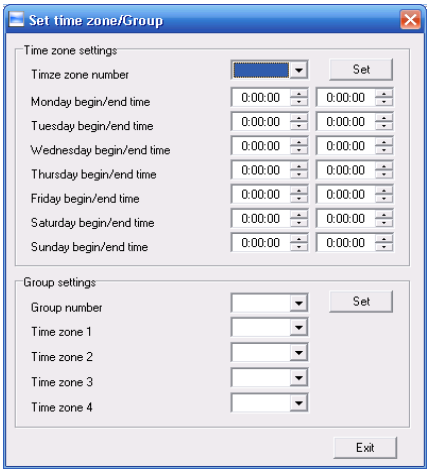
[2009-03-18 13:57:32]Setting ring time...
[2009-03-18 13:57:33]1[Head office]Set the ring time successfully!

Notice: The ring time function is only for TC500 or TC550.

4.1.9 Time zone/Group settings

This function is only for the terminals which have the access control output (TC500/TC550).

Click the button【Time zone/Group settings】. The 【Set time zone/Group】window pops up:



【Time zone settings】:

Select the time zone number. And then you will see the timezone settings.

If you want to modify the timezone, you can just set the parameters again and click the button 【Set】to save.

[2009-03-18 15:06:31]Setting the time zone...
[2009-03-18 15:06:32]1[Head office]Set the time zone successfully!

【Group settings】:

Select the group number and then you can see which time zones are arranged in this group.

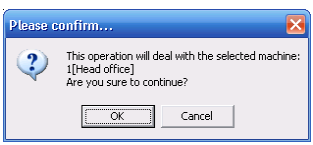
If you want to modify the group settings , you can just change the timezone number and then click the button 【Set】to save.

[2009-03-18 15:06:42]Setting the group...
[2009-03-18 15:06:43]1[Head office]Set the group successfully!

Notice: The time zone/group function is only for TC500 and TC550.

4.1.10 Download new record

Click the button【Download new record】. Following message box pops up:



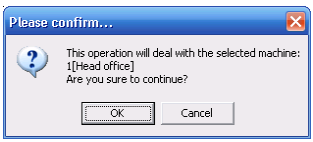
Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Following information shows on the main interface:

[2009-03-18 15:12:11]1[Head office]Reading attendance records...
[2009-03-18 15:12:12]1[Head office]Read the records completed,Records:4, Read successfully:4

4.1.11 Download all record

Click the button 【Download all record】. Following message records pops up:



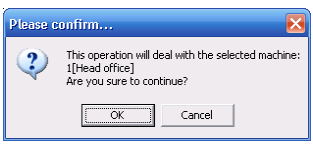
Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Following information shows on the main interface:

[2009-03-18 15:13:23]1[Head office]Reading attendance records...
[2009-03-18 15:13:24]1[Head office]Read the records completed,Records:6, Read successfully:6

4.1.12 Clear record

Click the button 【Clear record】. Following message box pops up:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Following information shows on the main interface:

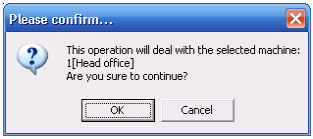
[2009-03-18 15:14:15]Clearing time attendance records...
[2009-03-18 15:14:16]1[Head office]Clear time attendance records successfully

4.1.13 Backup Staffer

Download the staffer information and staffers' fingerprint templates from the machine to the computer. You can edit the staffer information in the database Att2003.mdb. The user information is saved in the table "UserInfo" of the database. And the fingerprint templates information is saved in the folder "Template "in the installation

directory.

Click the button 【Backup Staffer】. Following message box pops up:

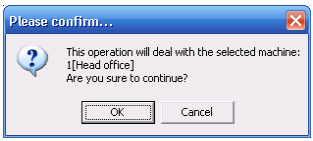


Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

The operation information displays on the main interface as follows:

[2009-03-18 15:15:07]Back upping staffers...
[2009-03-18 15:15:07]Backup staffer:1[Head office]
[2009-03-18 15:15:08]1[Head office]Backup staffer information completed, Records:1, Read successfully:1
[2009-03-18 15:15:08]1[Head office]Backuping fingerprints...
[2009-03-18 15:15:08]1[Head office]Backup staffers and fingerprints completed!

Notice: You can stop back upping the staffer by click the button on the right bottom corner. Following message box pops up:

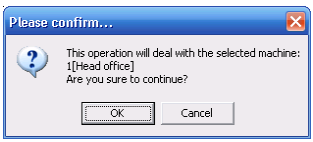


Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

4.1.14 Resume staffers

Upload the staffer information and staffer's templates from the computer to the terminal.

Click the button【Resume staffers】. Following message box pops up:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Some operation information displays as follows:

[2009-03-18 15:16:37]Get back staffers...
[2009-03-18 15:16:37]Get back staffers:1[Head office]
[2009-03-18 15:16:38]1[Head office]Get back staffers completed

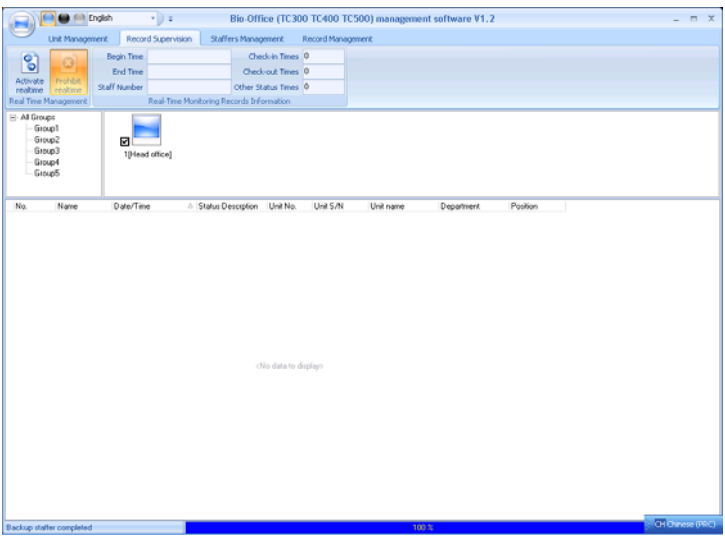
Notice: 1. Please make sure that the User ID is existent in the terminal.

19 15:08:07]Get back staffers...
[2009-03-19 15:08:07]Get back staffers:1[Head office]
1[Head office]No such ID existed, recovery failed!

2. You can stop recovering the staffer by click the button 【Stop】 on the right bottom corner.

4.2 Record Supervision

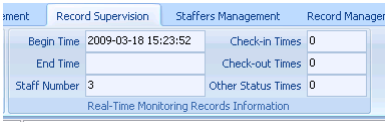
Get the records from the terminal real-time.



4.2.1 Activate real-time

Click the 【Activate real-time】 button, the status bar shows message: ” Reading attendance records…”. Now the software are beginning to supervise the terminal, and then collect the records every 5 seconds.

You can review the record information in the 【Real-Time Monitoring Records Information】 as follows:



When the staffer clock in or out , the Check-in Times or the Check-out times increases one. And the real time record shows as follows:

No.	Name	Date/Time	Status Descrption	Unit No.	Unit S/N	Unit name	Department
7	New User	2008-07-15 15:30:33	In	1	1	1	head office
6	New User	2008-07-15 15:30:52	In	1	1	1	head office
6	New User	2008-07-15 15:30:53	In	1	1	1	head office
6	New User	2008-07-15 15:30:55	In	1	1	1	head office
7	New User	2008-07-15 15:30:57	In	1	1	1	head office

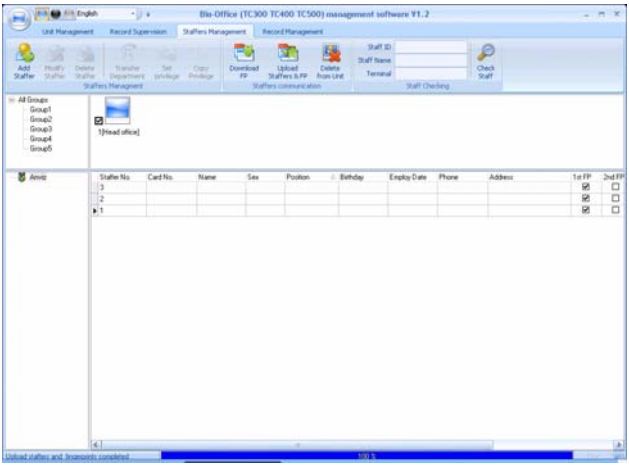
And the following window which includes the Staffer ID, Name, Department and Position pops up:

4.2.2 Prohibit real-time

Click the button 【Prohibit real-time】to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the 【Real-Time Monitoring Records Information】 as follows:

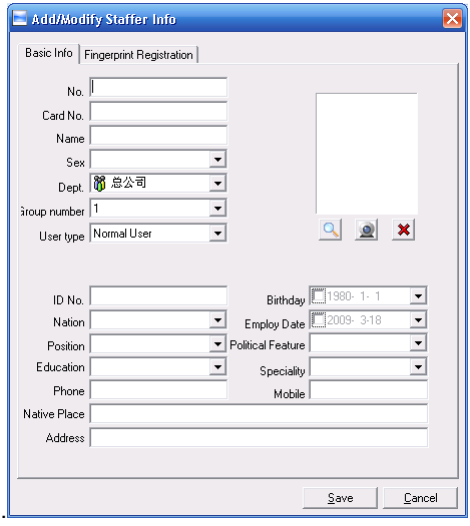
4.3 Staffers management

Staffer management interface is as following:



4.3.1 Add staffer

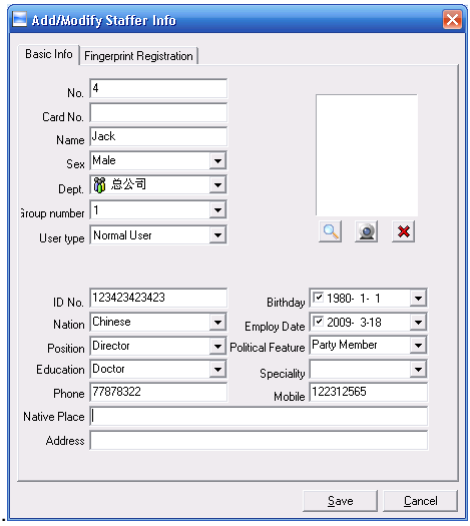
Click【Add staffer】button, open【Add/modify staffer info 】window which includes 2 pages: Basic info and fingerprint registration as follows:



【Basic info】:

Basic info:

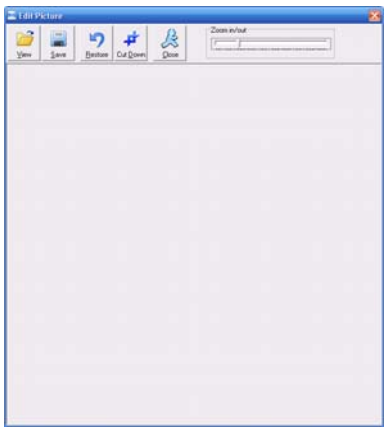
Input staff info in 【Basic info】. You can also add pictures for staffs



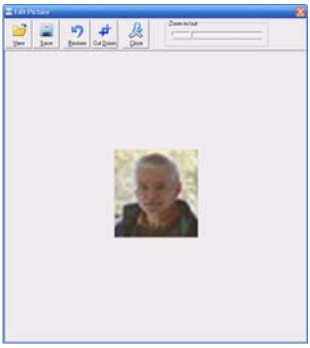
Notice: The No. is exclusive as well as the first digit cannot be 0!

There are two ways to add pictures:

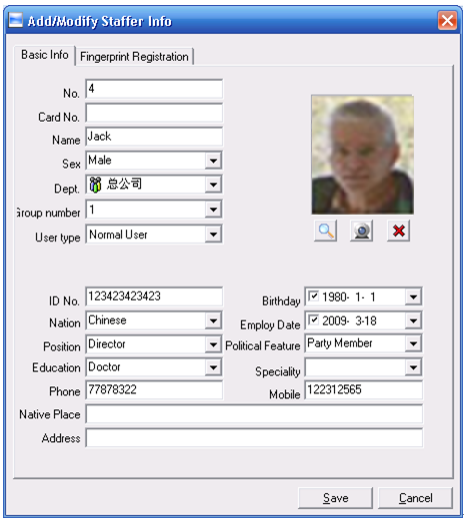
1st way: Click 【 】button, choose staffer's picture stored in PC and open 【Edit picture】 window as following,



Click the button 【view】to choose one photo.

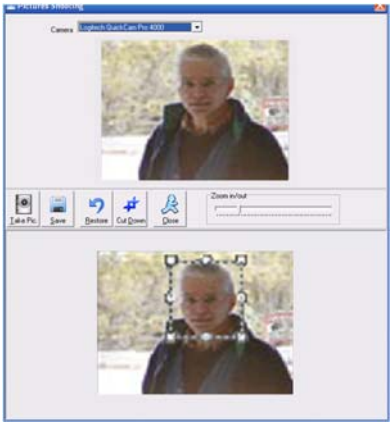


Edit the photo by the 【Cut-down】 function and then click the button 【Save】to save as follows:



2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click 【】 button, open 【Pictures shooting】 window as following,



choose camera equipment, and click the button 【take Pic】 to take a photo.

Edit the photo by 【Cut-down】 function and then click the button 【Save】to save.

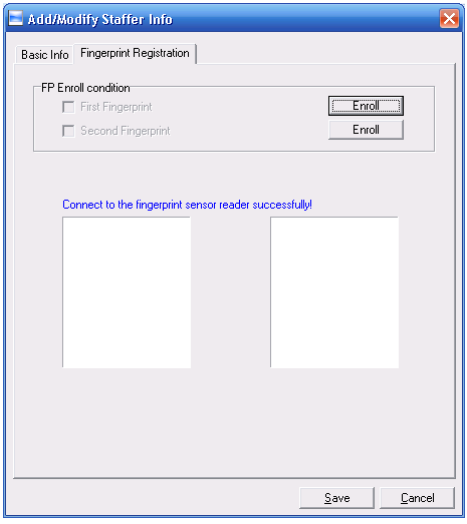
Click the button 【 】 to delete the staff photo.

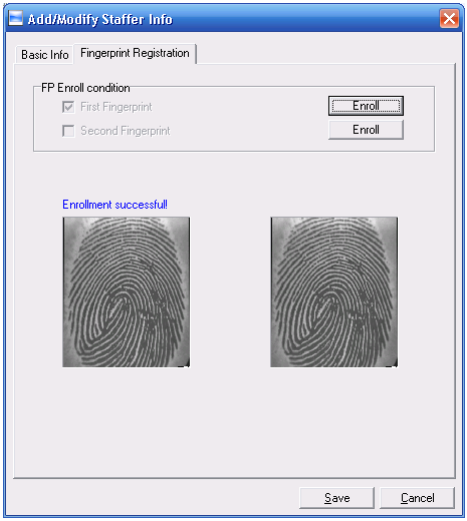
【Fingerprint registration】:

Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence “Connect to the fingerprint sensor reader successfully!” means that the OA99+ is connected successfully.

Place the fingerprint on the terminal’s fingerprint scanner window and then click the button 【enroll】 to enroll the fingerprint.





Click the button 【OK】to save or click the button 【Cancel】to cancel.

4.3.2 Modify staffer

Modify staffer operation is to modify the staffer information in the window 【Add/Modify Staffer Info】

4.3.3 Delete staffer

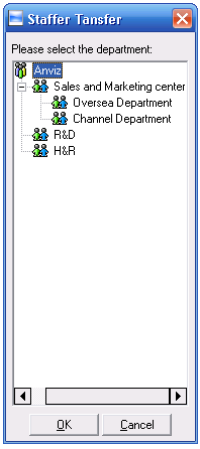
Delete the staffer from the database.

Choose staffer from staff info list (you can choose some or all the staffers by using the button 【Shift】 or 【Ctrl】 on your computer's keypad). Click 【Delete staffer】 and the following window pop-up,

Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

4.3.4 Transfer department

Choose the staffers and then click the button【Transfer department】. The window 【Staffer Transfer】 pops up:

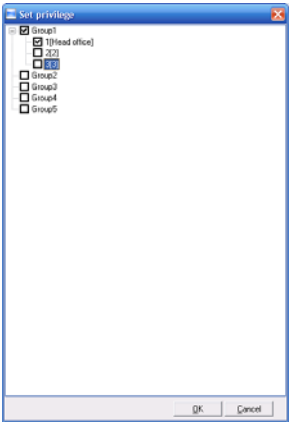


Select the department and then click the button 【OK】to confirm or click the button 【Cancel】to cancel.

4.3.5 Set privilege

We can only upload the staffers to the authorized terminal.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button 【Shift】 or 【Ctrl】 on your computer's keypad). Click the button【Set privilege】. The 【Set privilege】 window pops up:



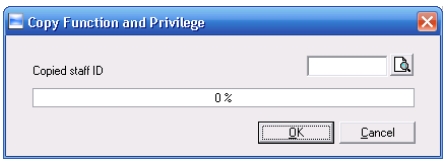
Choose the terminal and then click the button【OK】 to save.

You can find the staffer's authorized terminal in the column 【Unit】as follows:

4.3.6 Copy Privilege

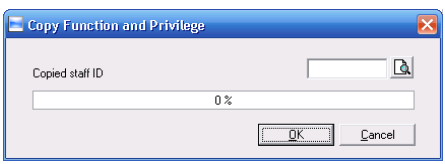
Copy the privilege from staffer A to the staffer B. And then the staffer B's privilege will be as same as the staffer A.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button【Shift】or【Ctrl】on your computer's keypad). Click the button【Copy Privilege】. The 【Copy Function and Privilege】window pops up:

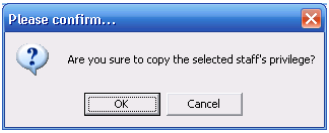


Input the one staffer's ID. And then you can click the button 【】to browse the staffer's privilege in the 【Set privilege】 as follows:

click the button 【Cancel】to exit the 【Set privilege】.



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

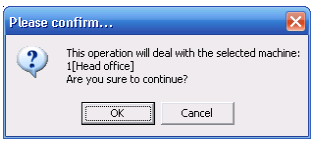


Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

4.3.7 Download FP

Download the fingerprint from the terminal to the software.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button 【Shift】 or 【Ctrl】 on your computer's keypad). Click the button 【Download FP】. Following message box pops up:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

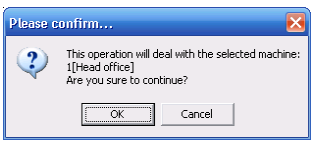
The operation nformation shows on the main interface as follows:

[2009-03-18 16:18:44]Download fingerprint...
[2009-03-18 16:18:44]Download fingerprint:1[Head office]
[2009-03-18 16:18:44]1[Head office]Can not connect to the T&A machine

4.3.8 Upload staffer & FP

Upload the staffer information and fingerprints to the terminal.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button 【Shift】 or 【Ctrl】 on your computer's keypad). Click the button 【Upload Staffer & FP】. Following message box pops up:



Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

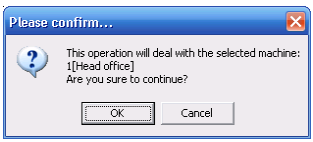
The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload staffers and fingerprints...
[2009-03-19 15:10:18]Upload staffers and fingerprints: 1[Head office]
[2009-03-19 15:10:19]1[Head office]Upload staffer and fingerprint completed

4.3.9 Delete from Unit

Delete the staffers from the terminal via the software.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button 【Shift】 or 【Ctrl】 on your computer's keypad). Click the button 【Delete from Unit】. Following message box pops up:



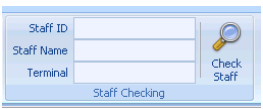
Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

The operation information shows on the main interface as follows:

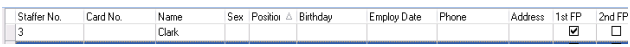
[2009-03-19 15:11:21]Delete the staffer from the device...
[2009-03-19 15:11:21]Delete the staffer from the deviece:1[Head office]
[2009-03-19 15:11:22]1[Head office]Delete the staffer from the device completely

4.3.10 Staff Checking

Search the staffer information.



Search the staffer information by the Staff ID, Staff Name and Terminal. Click 【Check staff】 button and then the staffer info shows in the list as follows:

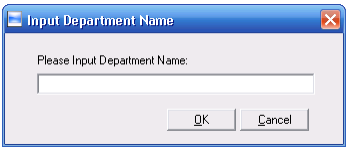


4.3.11 Department management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:

【Add dept】

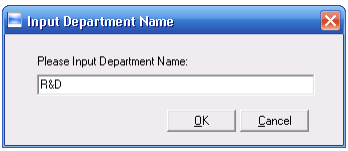
Click 【Add dept】. The 【Input Department Name】 window pops up:



Input the department name. Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

【Modify dept】

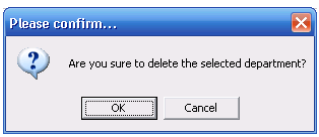
Choose the department which is going to be modified. Click 【Modify dept】. The 【Input Department Name】 window pops up:



Input the department name. Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

【Delete dept】

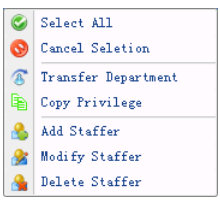
Choose the department which is going to be deleted. Click the right button of your mouse and then click the【Delete dept】. Following message box pops up:



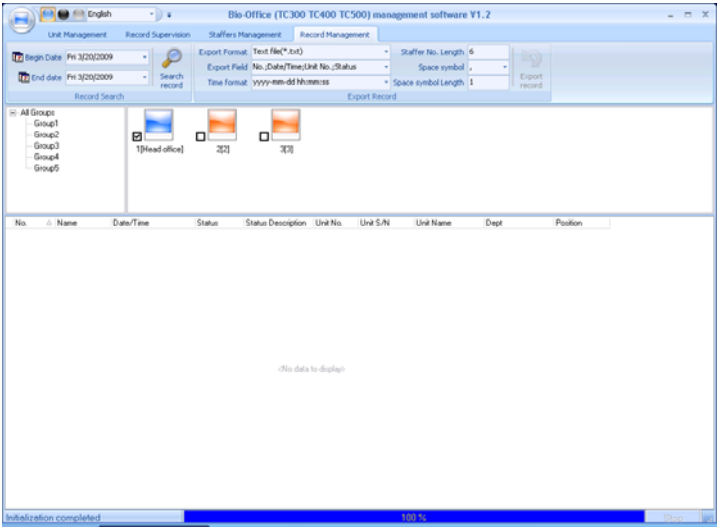
Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Remark:

Right button menu:

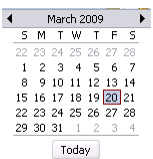


4.4 Record management



4.4.1 Record Search

Set the Begin Date and End Date as follows:

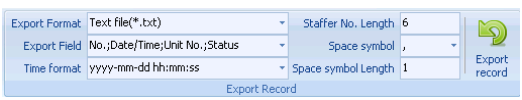


Click the button 【Search record】to search the record.

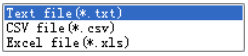
No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
379	Peter	3/20/2009 10:28:10 AM	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

4.4.2 Export Record

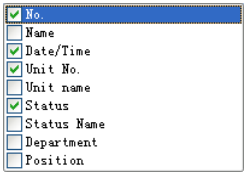
Set the export format, export file and time format.



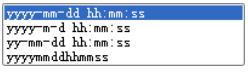
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



Export field: Choose the fields which are useful for you.



Time format: 4 optional formats

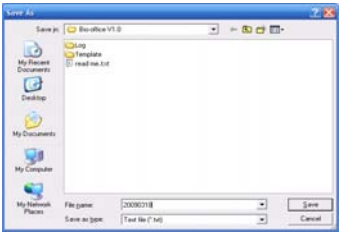


Staffer No. length: set staffer No. length, the default is 6 digits.

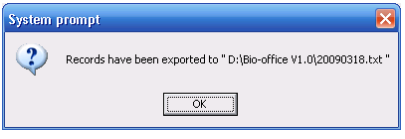
Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click 【Export record】button, open 'Save as' window, choose save file directory, input file name as following,

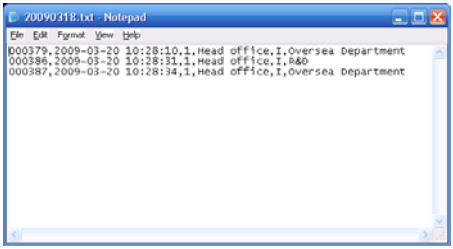


Click 【Save】button. The system prompts as follow:



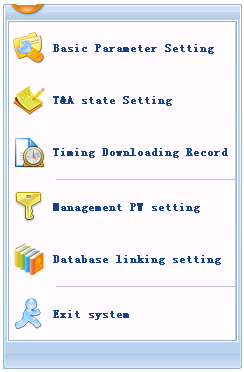
Click the button 【OK】 to confirm.

Here is an example for the export file.



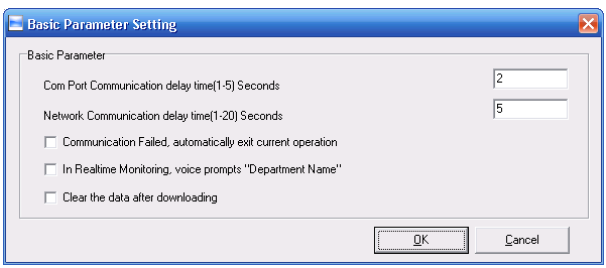
4.5 System settings

Click the icon on the top left corner, the menu pops up as follows:



4.5.1 Basic parameter settings

Click the【Basic Parameter Setting】. The 【Basic Parameter Setting】pops up:



Com port comm.. delay time (1-5) sec.: The default time is 3s.

Network comm.. delay time (1-20) sec.: The default time is 5s.

☐ Communication failed, automatically exit current operation: If timeout is larger than ‘Communication delay time’, software will automatically exit.

☐ In real-time monitoring, voice prompts ‘Department name’: During real-time monitor, if staff is access granted, the software will voice prompt staff department and name.

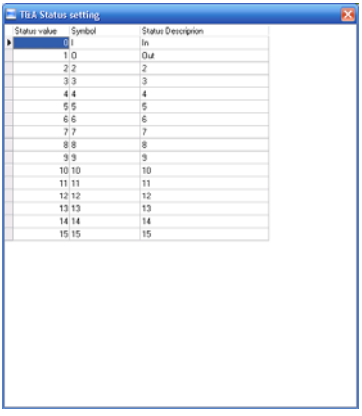
☐ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

If setting successfully, it prompts:

4.5.2 T&A state Setting

Click the 【T&A state Setting】. The 【T&A state Setting】 window pops up:



Click the state which is going to be modified. Input the status description.

4.5.3 Timing Downloading Record

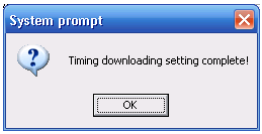
Click the 【Timing Downloading Record】. The 【Timing Downloading Record】 window pops up:

Enable this function by choosing the【Run Timing Download Record】. You can set 5 time point.

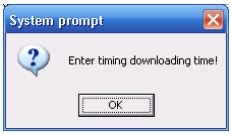
Please use the button 【 】 to set a time. And then click the button 【Add】to add the time to the【Downloading Time】

Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

If setting successfully, it prompts:

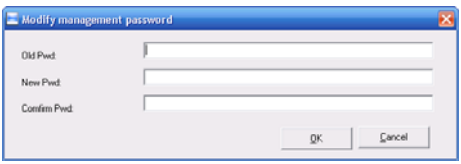


If you have not set any time, it prompts:



4.5.4 Management PWD Setting

Click the 【Management PW Setting】. The 【Modify management password】 window pops up:

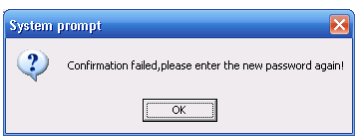


Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

Click 【OK】and input old password again.

New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. if confirm Pwd is different from new one, system will prompt:

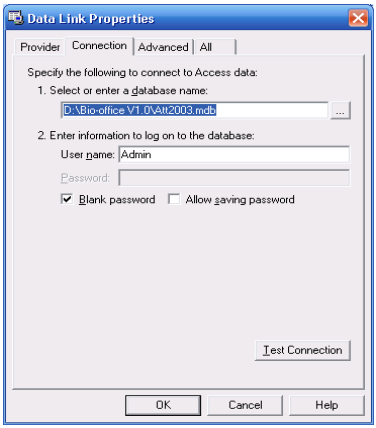


Click 【OK】 button to input confirm password again.

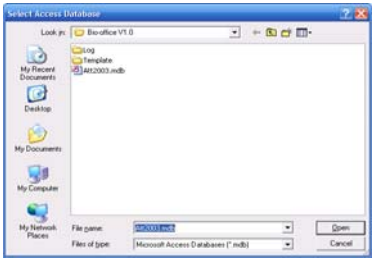
After modifying completed, click 【OK】 button to save new password and it prompts:

4.5.5 Database linking setting

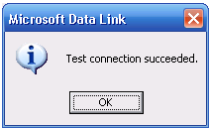
Click the 【Database linking setting】. The 【Data Link Properties】 window pops up:



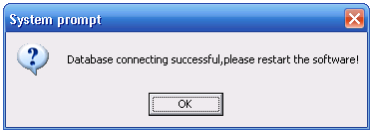
Click 【...】button beside 【1. Select or enter a database name:】to choose the linking database directory.



Choose database name, click 【Open】 button to confirm database linking and exit to 【Data link properties】interface. If database set ID and password, input ID and password in 【2. Enter information to log on to the database】. After completed, click 【Test connection】to test the connection correctness of the database and system prompts,

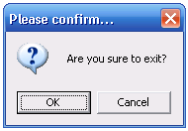


Click【OK】button and it goes back to【Data link properties】interface. Click【OK】button and system prompts,



4.5.6 Exit system

Click 【Exit system】. It prompts:

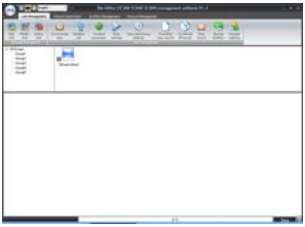


Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

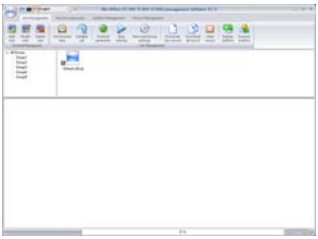
4.6 User interface configuration

4.6.1 Interface skin color

Shift the skin color by press the button .The style is Windows XP system style as following,

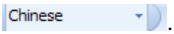


Black



Silver

4.6.2 Change the software language

Choose the language in the option 

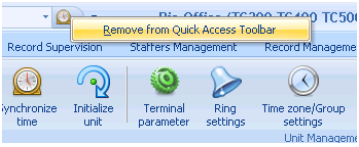
.

4.6.3 Set quick access button

Move the cursor to the icon 【Synchronize time】. Click the mouse's right button. It prompts:

Click the item “Add to Quick Access Toolbar”. And then you can see the quick access button on the toolbar as follows:

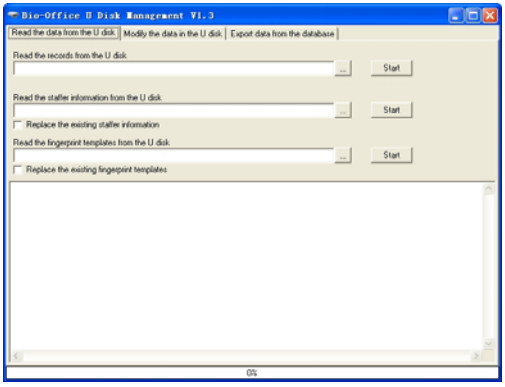
Move the cursor to the quick access button. And then click the mouse’s right button. It prompts:



Click the item “Remove from the Quick Access Toolbar”.

4.7 U disk management program.

U disk management program mainly manages the transactions from the U disk. The interface is as follows:


Bio-Office U Disk Management V1.3
Read the data from the U disk
Modify the data in the U disk
Export data from the database
Read the records from the U disk
Start
Read the staffer information from the U disk
Start
Replace the existing staffer information
Read the fingerprint templates from the U disk
Start
Replace the existing fingerprint templates
0%

4.7.1 Read the data from the U disk

Click 【…】 button after【Read the records from the U disk】. And then select the file: BAK.KQ from the U disk.

Click the button 【Start】to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:05:42] Reading the T&A records...
The staffer ID isn't existent:0 2008-02-11 18:35:42
Records:13 ;Success:12
[13:05:43] Finished!

Click 【…】 button after【Read the staffer information from the U disk】. And then select the file: BAK.YG from the U disk.

Click the button 【Start】to download the data from the U disk to the software's database.

The operation information shows on window as follows:

[13:17:14] Reading the staffer information...
Staffer Information:8 ;Success:8
[13:17:14] Finished!

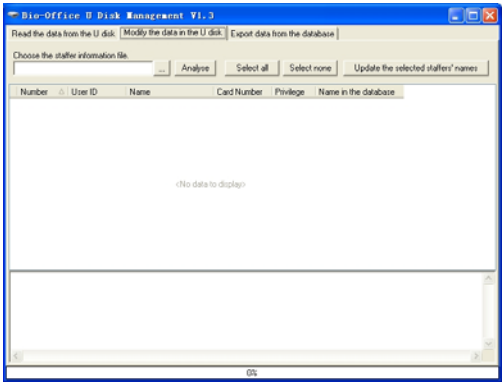
Click 【…】 button after【Read the staffer information from the U disk】. And then select the file: BAK.ZW from the U disk.

Click the button 【Start】to download the data from the U disk to the software's database.

The operation information shows on window as follows:

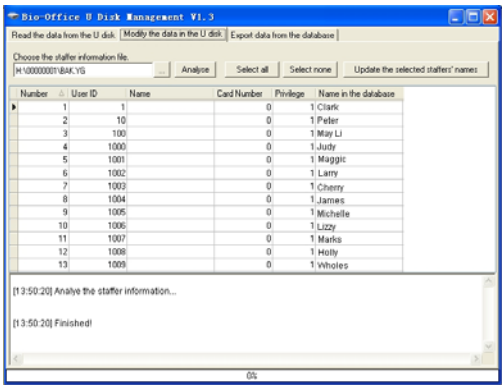
[13:32:48] Reading the fingerprint templates...
Fingerprint templates:8 ;Success:8
[13:32:48] Finished!

4.7.2 Modify the data in the U disk



Click the button 【...】 to choose the staffer information file: BAK.YG from the U disk. Click the button【Analyse】.

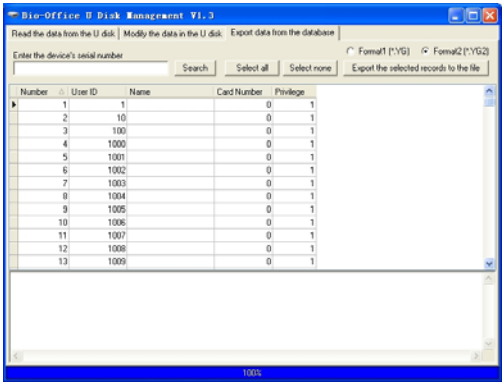
Select the staffers and then click the button【Update the selected staffers' name】 to copy the staffers' information from the software database Att2003.mdb. And you can analyse the file: BAK.YG again to check the staffers' information.



The operation information shows on window as follows:

[13:45:52] Updating the staffer name...
Copy file:H:\00000001\BAK.YG to file:H:\00000001\BAK.YG.bk1
[13:45:52] Finished!

4.7.3 Export data from the database



Click the button【Search】 to search the staffers. Select the staffers and then click the button “Export the selected records to the file” to copy the staffer information and the fingerprint template from the software database Att2003.mdb to the file: BAK.YG and BAK.ZW in the U disk.

The operation information shows on window as follows:

[13:58:32] Exporting...
Save the staffer information to:H:\00000001\bak.yg
Save the fingerprint templates to:H:\00000001\bak.zw
[13:58:32] Finished!

Tips: The filename extension of the staffers’ information has two kinds: *.YG or *.YG2, please based on the actual situation.

Chapter5 Background Management

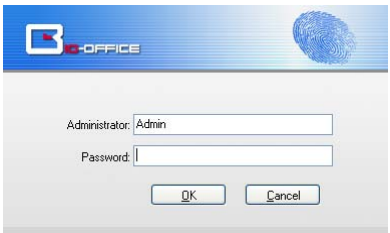
The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.

5 Background Management

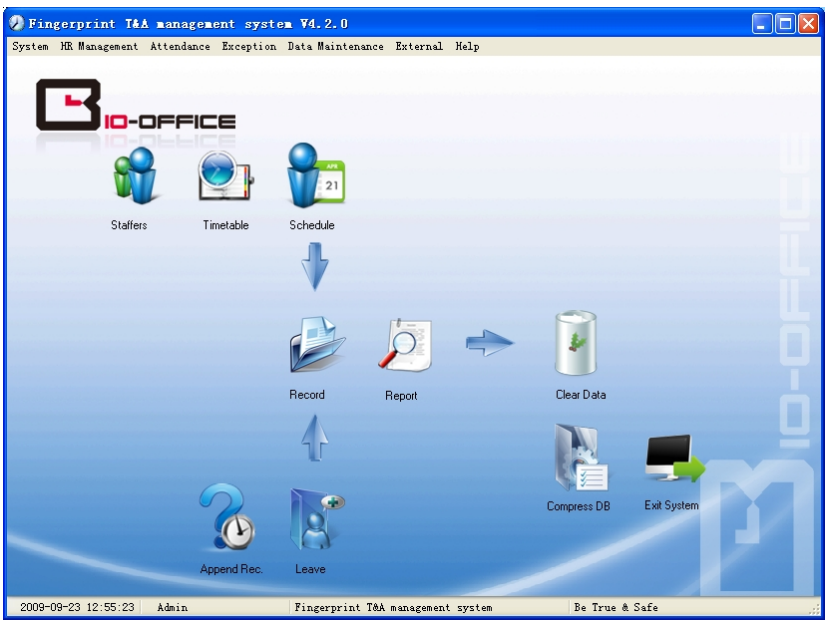
Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

5.1 Log in System

Double click the icon on the desktop to start the attendance background management program. The log-in interface will pop up as follows:



The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:



The main interface includes three parts:

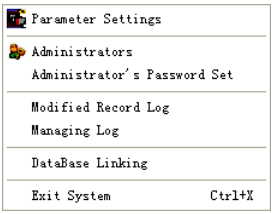
1. System menu: Include the whole function module& information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system information.

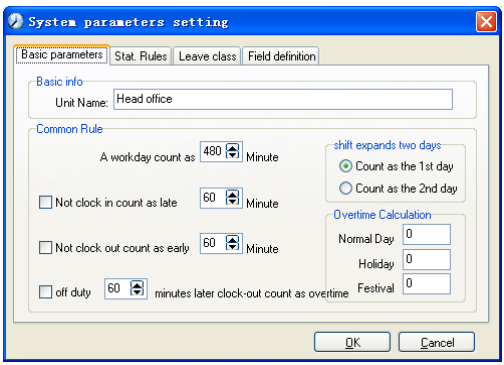
5.2 System

Click【**System**】 on the main menu, following springs:



5.2.1 Parameters Settings

Click 【**Parameters Settings**】in system menu. The following window will prompt:



Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

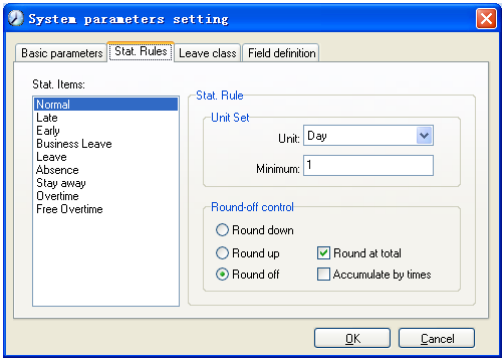
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page【Stat. Rules】in pic5.1, following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

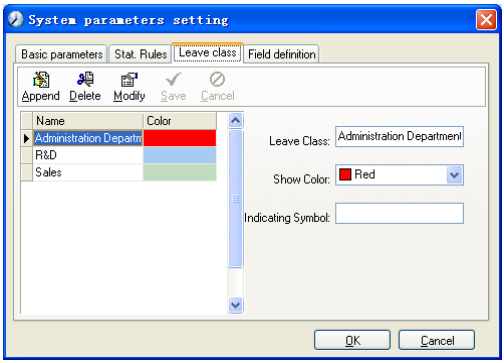
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page【Leave class】in pic5.1,following shows:



Add new leave class:

Click【Append】, input the name of leave class and choose color and click 【save】 to finish.

Revise leave class:

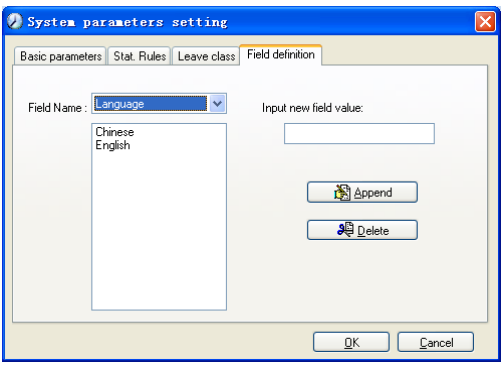
Select the name of leave class which one need to be revised, click【Modify】,input new name of leave class and color, click【Save】to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click【Delete】,click【OK】to finish.

Field definition:

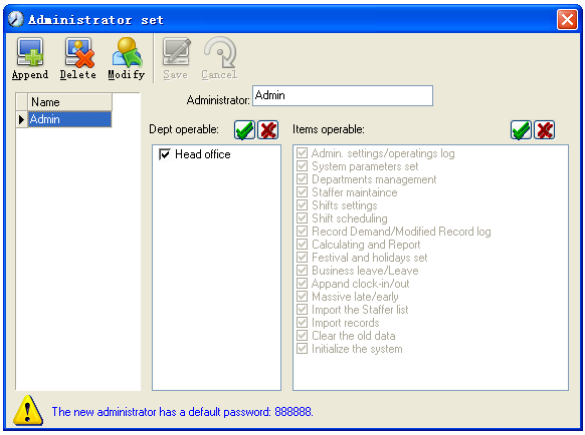
Click page【Field definition】 in pic5.1,following shows:



This page add the corresponding value for 【Nation】.【Specialty】.【Position】.【Education】in menu【Staffer maintenance】.

5.2.2 Administrators

Click【System】-【Administrators】, following window shows:



Append new administrator:

Click 【Append】—input the name of new administrator within input field.

Of 【Administrators】, select corresponding privileges below and click 【Save】 to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu【System】--【Administrator's password set】 to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Staffer maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

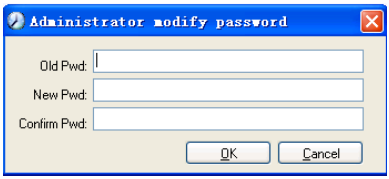
Select the name of administrator, click【Modify】, input new name of administrator and corresponding rights in【Administrator】and click【Save】to finish.

Delete administrator:

Select the name of administrator who will be deleted and click【Delete】to finish deleting according to the prompt.

5.2.3 Administrator's Password Set

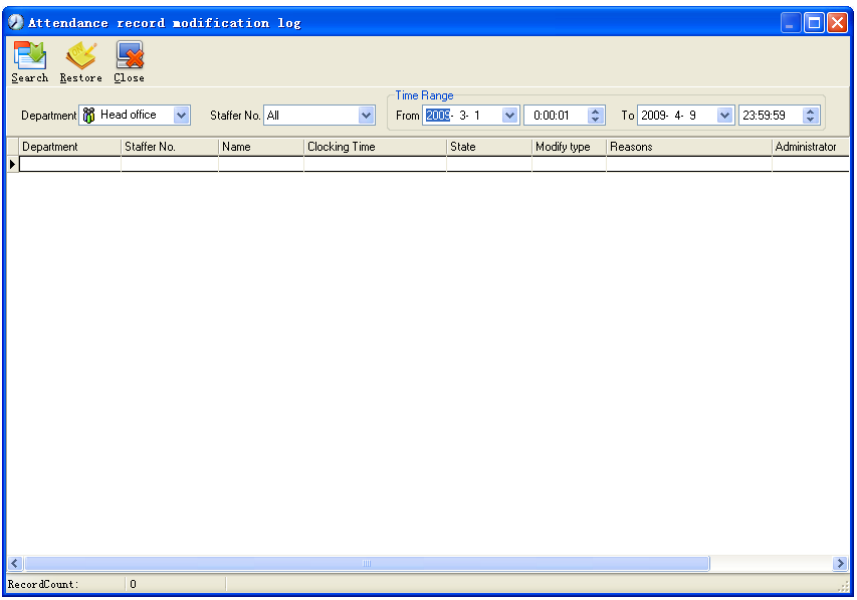
Click menu【System】--【Administrator's Password Set】, following springs:



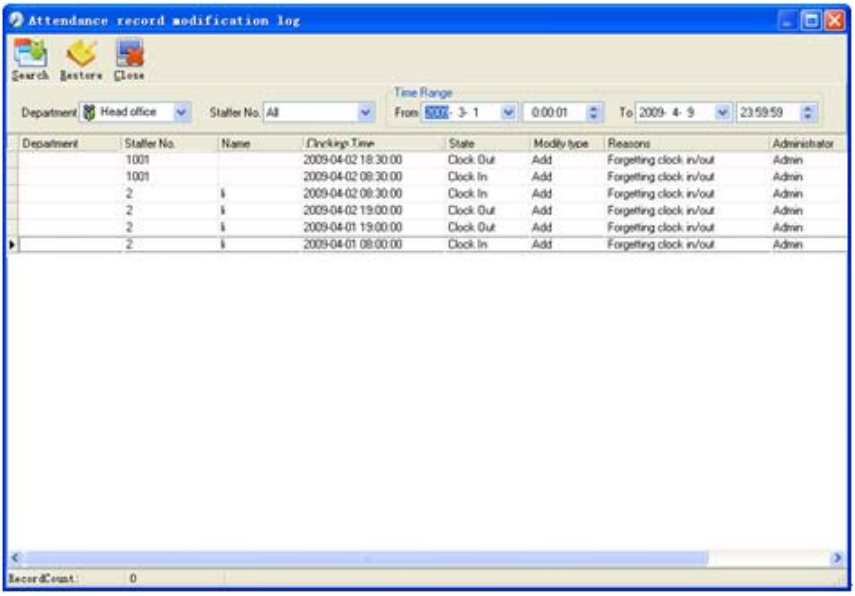
Input the original password in 【Old Pwd】, enter the new password in【New Pwd】, enter again in【Confirm Pwd】and click【OK】to finish.

5.2.4 Modified Record Log

Click menu【System】--【Modified Record Log】, following springs:



Select department, staffer ID and time range and click【Search】and those records which match the above condition will be displayed as follows:

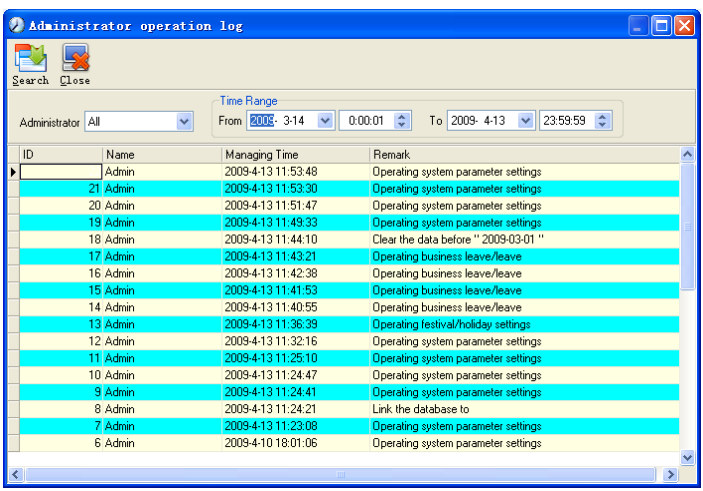


Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking【Restore】

Click【Close】to exit.

5.2.5 Managing Log

Click menu【System】--【Managing Log】, following springs:

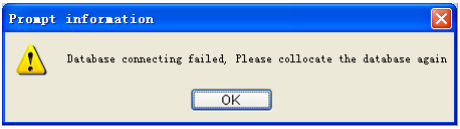


This log records all the operations of every administrator. Select【Administrator】and the time range then click【Search】to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

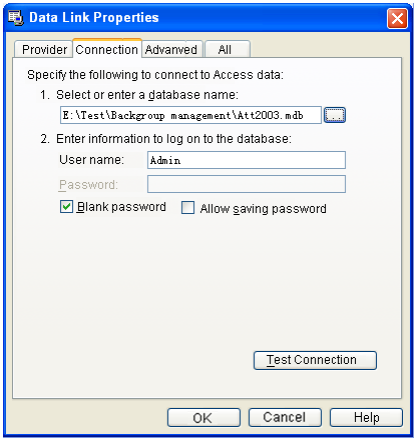
5.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



Click 【Database Linking】in system menu, the following springs.

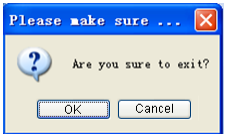


Input the database name or click the ... button to select the correct database file.

Notice: you can click 【Test connection】to test the connection correctness of the database.

5.2.7 Exit System

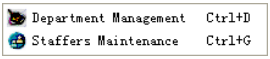
Click 【Exit System】in System menu. The following menu springs.



Click ok to exit management software and return to Windows system.

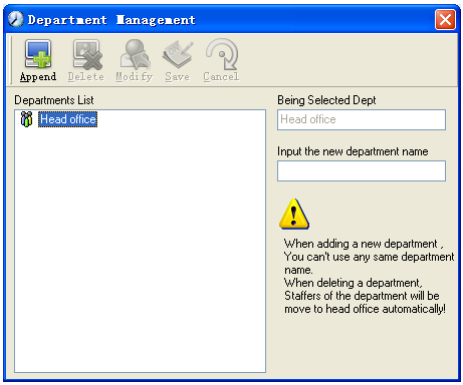
5.3 HR Management

Click 【HR Management】on the main menu, Following springs:



5.3.1 Department Management

Click 【Department Management】 in the 【HR Management】menu, springs the following window:



Add a new department

Click 【Append】, input the new department name and click 【Save】to add a sub department for the chosen department.

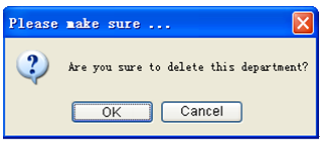
Note: when you want to do some other operations to the new department ,you need to set the privilege of modifying the new department for the administrator in the 【administrator set】first (choose the new department you just added in the “Department operable”).

Department modification

Choose the department , click【Modify】and input the new department name, then click 【Save】.

Delete the department

Choose the department , click 【Delete】and then click OK to complete.

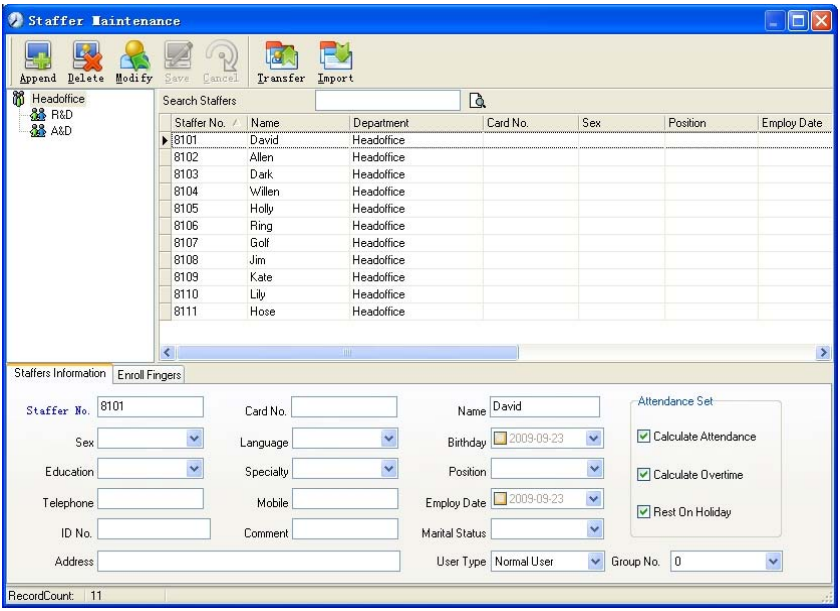


Notice: repetition of department name is not allowed; if there are staffers existing in

the deleted department, those staffers will be automatically transferred to department of head office.

5.3.2 Staffer Maintenance

Click 【Staffer Maintenance】in 【HR Management】 menu, the following window appears:



Staff's adding:

Choose the department that the staffs belong to, clicks【Append】, and input staff's information, then click 【Save】to complete.

Note: 1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer will be 0, unless he had 【Temporary Shifts】which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance records of this staffer, those records will be deemed as free overtime.

2. Staffer No. is exclusive as well as the first digit cannot be 0!

Staff's modification:

Choose the staff, click【Modify】and input the new information, then click【Save】.

Staff's deletion:

Choose the staff, click 【Delete】and then click 【OK】 to complete.

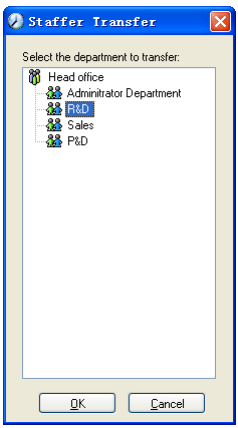
Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click【Import】, staffer importation window springs for importing staffers.

Staff's department shifting:

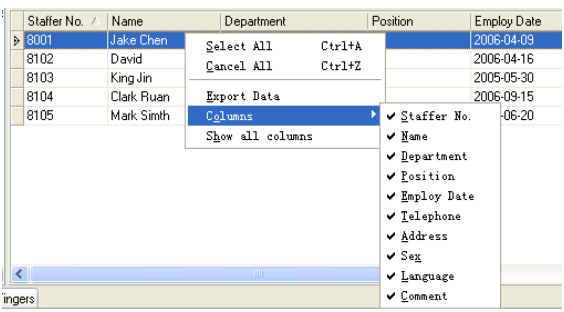
Choose the staff you want to shift the department, click 【Transfer】 and following window will pop up:



Select the new department and click 【OK】to complete.

Export Staff:

Right-click on staff list and the following window pops:

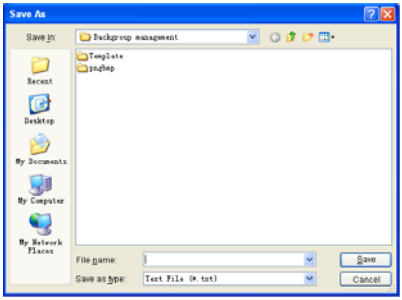


All displayed fields in staff info list can be defined through submenu of "Column".

Meanwhile, the modification will take effect and be saved.

Click【Show all columns】to display all fields in the list.

Click【Export Data】and following window will prompt:

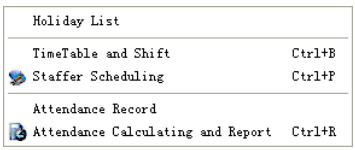


Please select your target directory of your export, file format (txt or xls) and the file name. Click 【Save】 to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

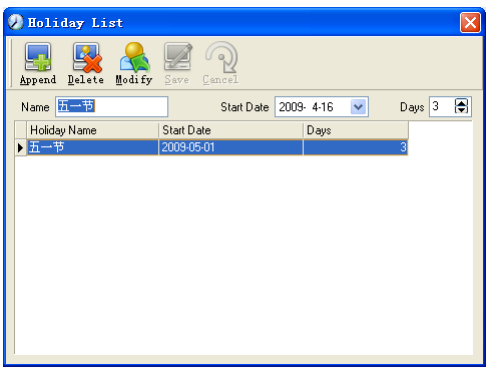
5.4 Attendance Management

Click【**Attendance**】in the main menu, following springs:



5.4.1 Holiday List

Click 【Holiday List】 in 【Attendance】 menu. The following appears.



Add festivals or holidays

Click 【Append】 then input the festival or holiday name and the rules. Click 【Save】when ready.

Modification of festivals or holidays

Select the festivals or holidays you want to revise, then click 【Modify】 and input the new information. Click 【Save】when ready.

Deletion of festivals or holidays

Select the festivals or holidays you want to delete, then click 【Delete】 to perform Deletion of festivals or holidays.

5.4.2 Timetable and Shift

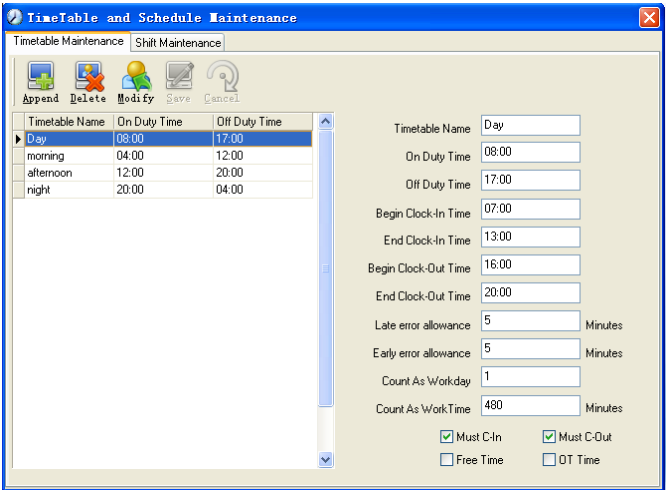
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click 【Timetable and Shift】in 【Attendance】 menu. The following window appears.



Pic5.2 Timetable Maintenance

Add a new timetable

Click【Append】and enter the corresponding information:

【Timetable Name】For instance: Day Shift

【On duty Time】(08:00)　　【Off duty Time】(17:00)

【Begin Clock-in Time】(07:00)　　【End Clock-in Time】(13:00)

【Begin Clock-out Time】(16:00)　　【End Clock-out Time】(20:00),

【Late error allowance】(5)　　【early error allowance】(5)

【Count as work day】(1)

【Count as work time XXX minutes】(480).

Tick 【Must C-In】and 【Must C-out】,

Finally click【Save】to confirm.

(Please note: Every item should be setup in timetables with no blank left.【Begin Clock-in Time】and【End Clock-in Time】setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance【Begin Clock-in Time】is 07:00 and【End Clock-in Time】is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, 【Begin Clock-in Time】and 【End Clock-in Time】 can be more than one day (meaning 【End Clock-in Time】can be before 【Begin Clock-in Time】) but it can't be longer than 24 hours.

【Late error allowance】means how many minutes after【On duty】are treated as "late",【Early error allowance】means how many minutes before【End Clock-in Time】

are treated as “early”; 【Count as work day】and【Count as work time XXX minutes】 are used in calculating business leave, leave, absence and overtime.

Checking 【Must C-In】and【Must C-out】 or not will affect the result of calculation. If 【Must C-In】 is checked and the timetable is included of Staff A’s shift, he will be either considered absence or treated according to 【Not clock in count as late XXX minutes】in【Parameter Settings】If he didn’t clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click 【Modify】, then input the new information, click 【Save】when finished.

The timetable Deletion

Select the timetable you want to delete, click 【Delete】, and click 【OK】to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

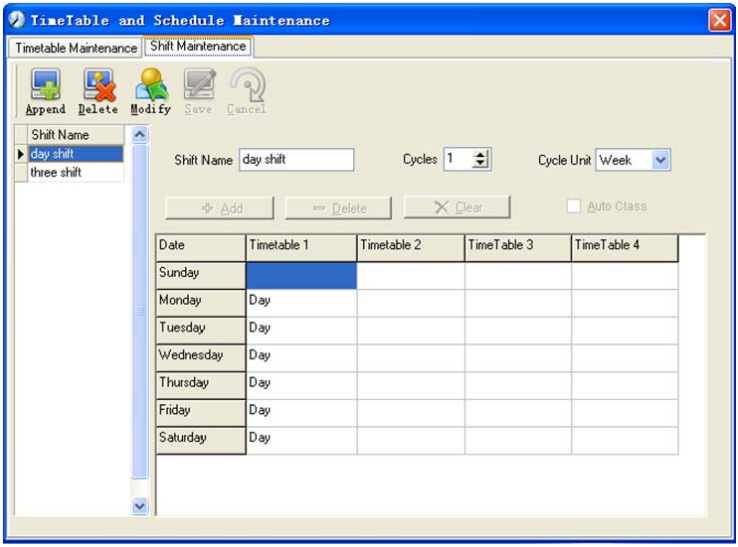
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

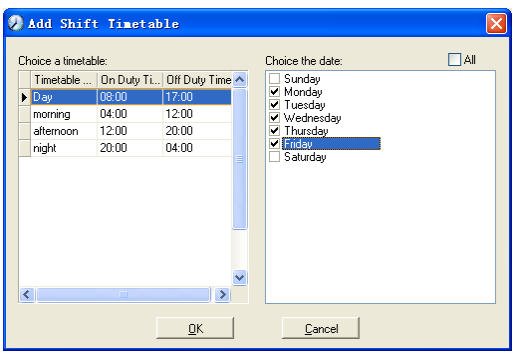
Shift Maintenance

Click【Shift Maintenance】in Pic5.2 and the following window pops up:



Add a shift:

Click【Append】and enter corresponding shit information in 【Shift Name】such as : normal shift 【Cycle】(1), 【Cycle Unit】(week), and click【Add】,select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click 【OK】, back to this window and click 【Save】 to complete. (Please refer to the example for details.)



Pic5.3 Add a timetable

Delete the timetable: select the timetable you want to delete and click【Delete】.

Clear the timetable: clear all the timetables of the shift.

Arrange the shift automatically: when a staffer has several shifts during one period,

he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence ; if you select the【Arrange the shift automatically】,just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click【Modify】, and enter new information in【Shift Name】etc., click【Save】to complete.

Delete a shift:

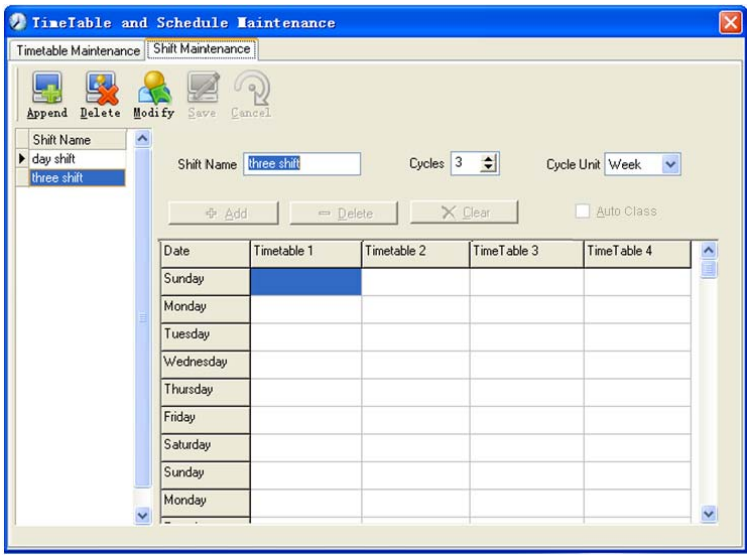
Select the shift to be deleted and click 【Delete】.

Example——Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and staff is on holiday every Saturday and Sunday.)

Step 1:

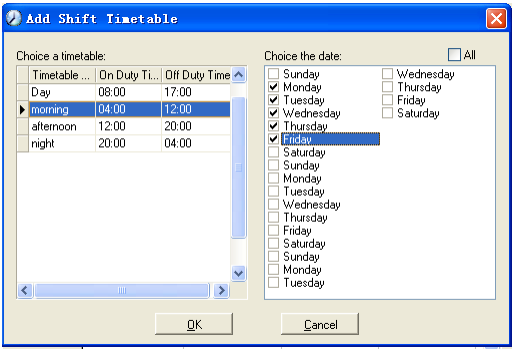
Click【Append】,enter “Three shifts” in【Shift Name】,set【Cycle】to “3” and【Cycle Unit】to “week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

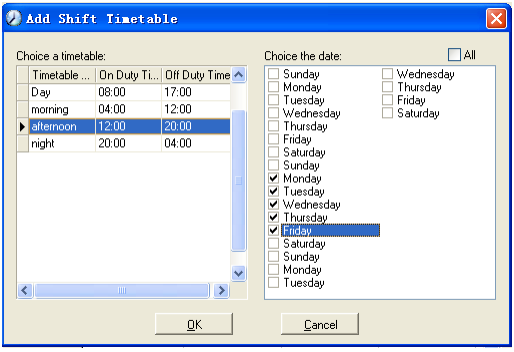
Click【Add】and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable ”from Monday to Friday of the first week” and click 【Ok】to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

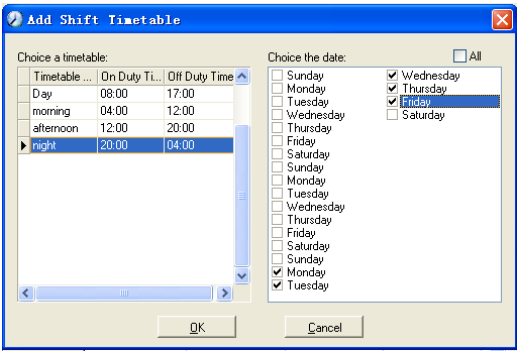
Click【Add】, make corresponding operation in the springing window(see the result below):



Click 【ok】to complete the working hour setting for the second week.

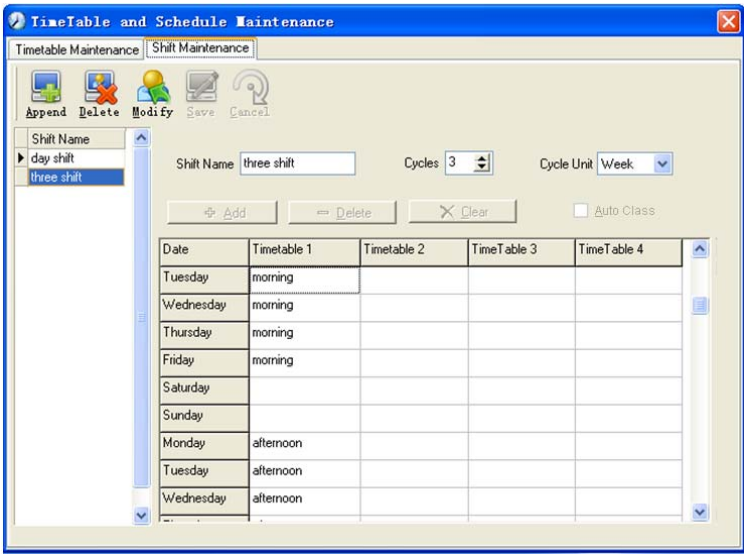
The third week (night shift, from Monday to Friday)

Click【Add】, make corresponding operation in the springing window(see the result below):



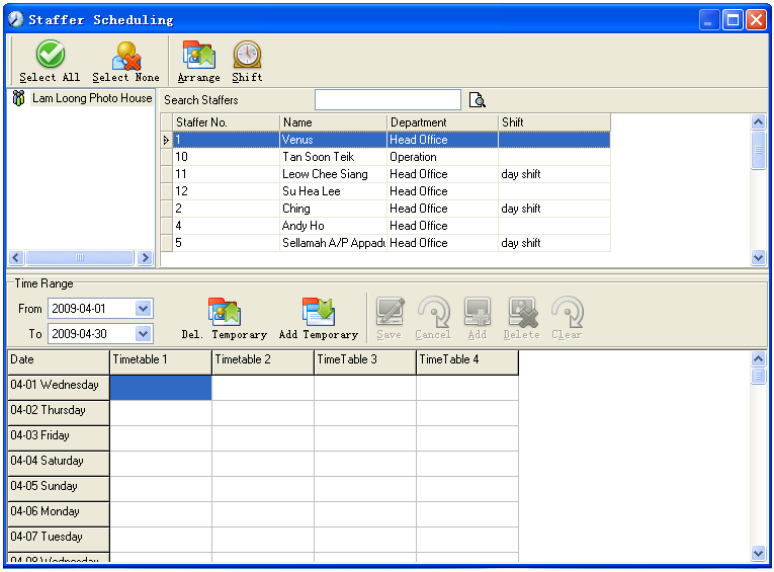
Click 【ok】 to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click 【Save】and the setup of "three shifts" will be done(see the picture below):



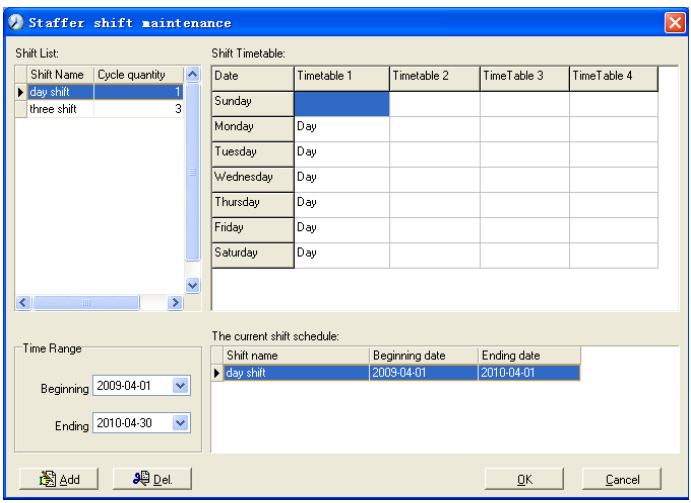
5.4.3 Staffer Scheduling

Click 【Staffer Scheduling】 in【attendance】menu. The following window appears:



Pic5.4 Staff scheduling

Choose the department or several personnel that need to arrange shifts, click 【Arrange】, the following window appears:



Pic5.5 Add a new shift

Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class ", click 【Add】 button and then click 【ok】 in Pic5.5 to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the starting date should setup as “Sunday”.

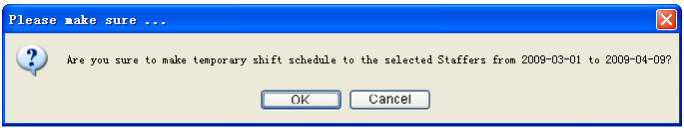
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

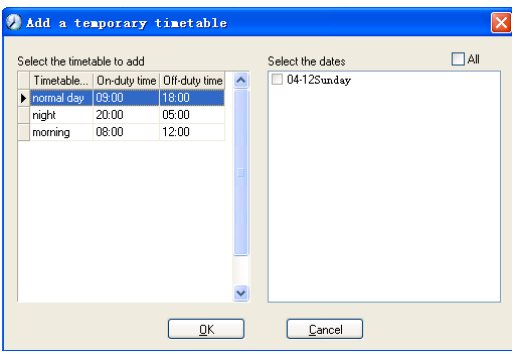
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift

When one or many staff's working time needs to be changed temporarily, you can arrange a temporary shift. Click add 【temporary】 the following window appears:


Please make sure ...
Are you sure to make temporary shift schedule to the selected Staffers from 2009-03-01 to 2009-04-09?
OK
Cancel

Click【OK】and the temporary scheduling can be operated. Then click【Add】and the following window will pop up:



Click 【OK】and the timetables will be saved. Click【Save】and the temporary scheduling will be saved.

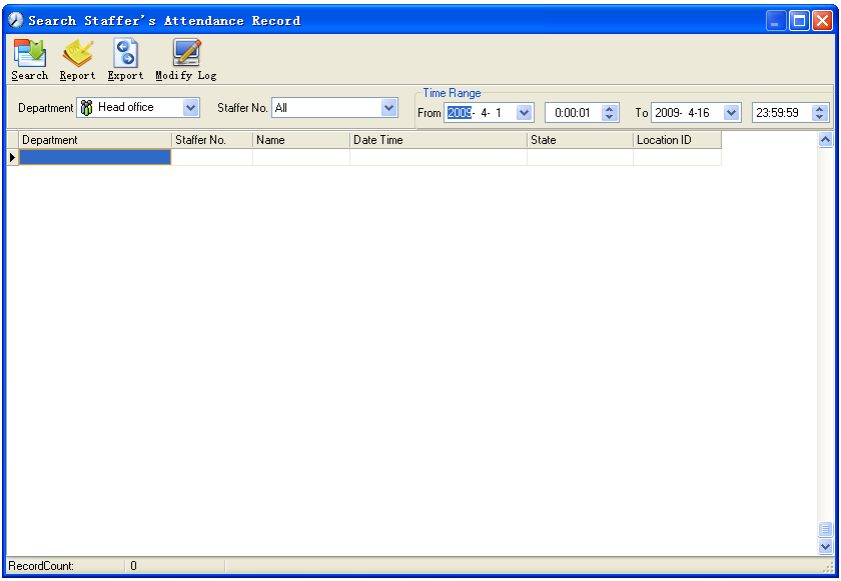
【Delete】:Delete the selected timetable;

【Clear】:Delete all the timetables in the current time range;

【Cancel】:Delete the existing temporary scheduling in the selected time range;

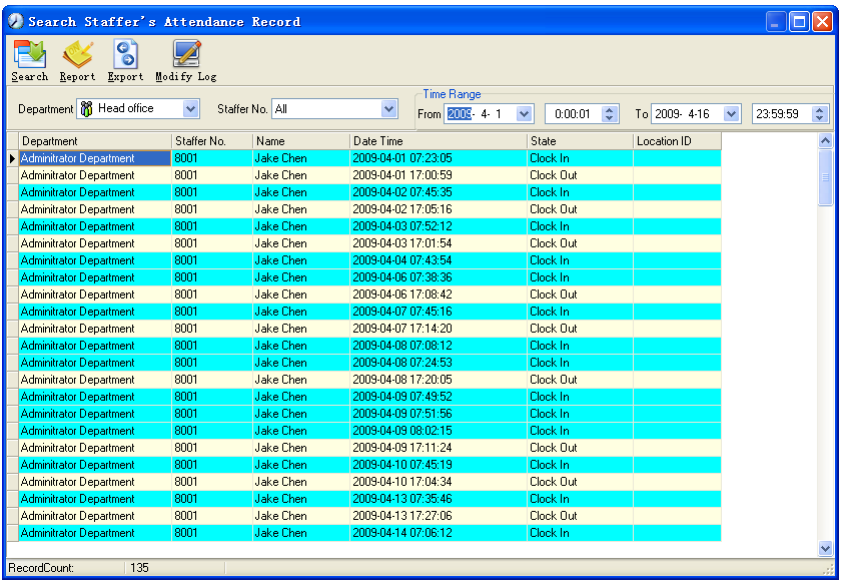
5.4.4 Attendance Records

Click 【Attendance Records】in 【Attendance】 menu, the following appears:



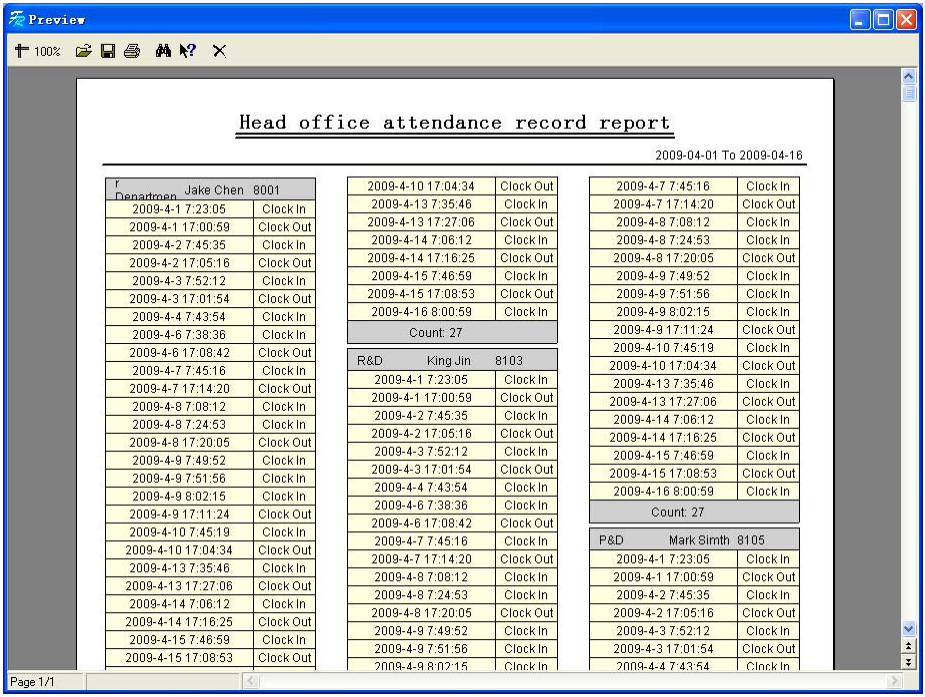
Inquiry of attendance record

Select the department, staff, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.


Search Staffer's Attendance Record
Search
Report
Export
Modify Log
Department
Head office
Staffer No.
All
Time Range
From
2009- 4- 1
0:00:01
To
2009- 4-16
23:59:59
Department
Staffer No.
Name
Date Time
State
Location ID
Administrator Department 8001 Jake Chen 2009-04-01 07:23:05 Clock In
Administrator Department 8001 Jake Chen 2009-04-01 17:00:59 Clock Out
Administrator Department 8001 Jake Chen 2009-04-02 07:45:35 Clock In
Administrator Department 8001 Jake Chen 2009-04-02 17:05:16 Clock Out
Administrator Department 8001 Jake Chen 2009-04-03 07:52:12 Clock In
Administrator Department 8001 Jake Chen 2009-04-03 17:01:54 Clock Out
Administrator Department 8001 Jake Chen 2009-04-04 07:43:54 Clock In
Administrator Department 8001 Jake Chen 2009-04-06 07:38:36 Clock In
Administrator Department 8001 Jake Chen 2009-04-06 17:08:42 Clock Out
Administrator Department 8001 Jake Chen 2009-04-07 07:45:16 Clock In
Administrator Department 8001 Jake Chen 2009-04-07 17:14:20 Clock Out
Administrator Department 8001 Jake Chen 2009-04-08 07:08:12 Clock In
Administrator Department 8001 Jake Chen 2009-04-08 07:24:53 Clock In
Administrator Department 8001 Jake Chen 2009-04-08 17:20:05 Clock Out
Administrator Department 8001 Jake Chen 2009-04-09 07:49:52 Clock In
Administrator Department 8001 Jake Chen 2009-04-09 07:51:56 Clock In
Administrator Department 8001 Jake Chen 2009-04-09 08:02:15 Clock In
Administrator Department 8001 Jake Chen 2009-04-09 17:11:24 Clock Out
Administrator Department 8001 Jake Chen 2009-04-10 07:45:19 Clock In
Administrator Department 8001 Jake Chen 2009-04-10 17:04:34 Clock Out
Administrator Department 8001 Jake Chen 2009-04-13 07:35:46 Clock In
Administrator Department 8001 Jake Chen 2009-04-13 17:27:06 Clock Out
Administrator Department 8001 Jake Chen 2009-04-14 07:06:12 Clock In
RecordCount:
135

Attendance record report form preview

Click【Report】 when the window displays the attendance inquiry records, you can get the report form automatically.



Attendance records exporting

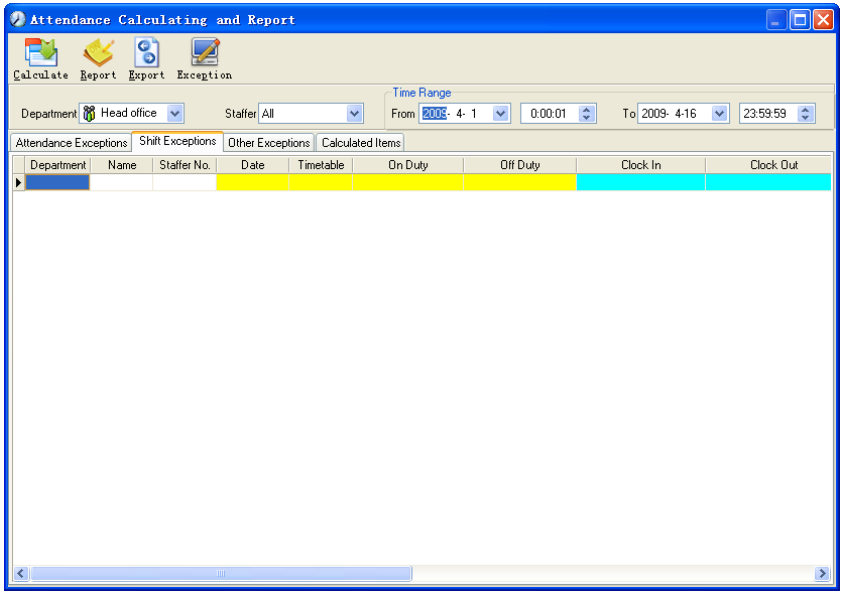
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls)

Click【Modify Log】and the log-modifying window will be called for reviewing the modification log of time and attendance records.

5.4.5 Attendance Calculating and Report

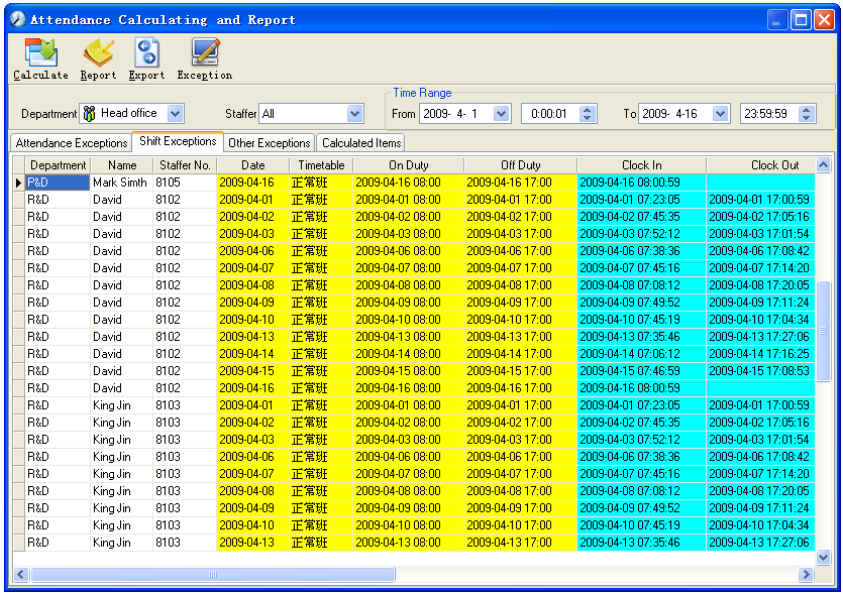
Inquiry of report form:

Click【Attendance Calculating and Report】in 【Attendance】menu, the following window appears:



Pic5.6 Attendance Calculating and Report

Select the beginning, the ending date and the department and staff that need to be calculated and then click 【calculate】, the following window appears:



There are four Tabs of information after search and calculation which can be

viewed respectively:

【Attendance Exceptions】:Display the dealt result of the original attendance records;

【Shift Exceptions】Display Staff's attendance result in the scheduled time period;

【Other Exceptions】Display Staff's leave, out and overtime etc.;

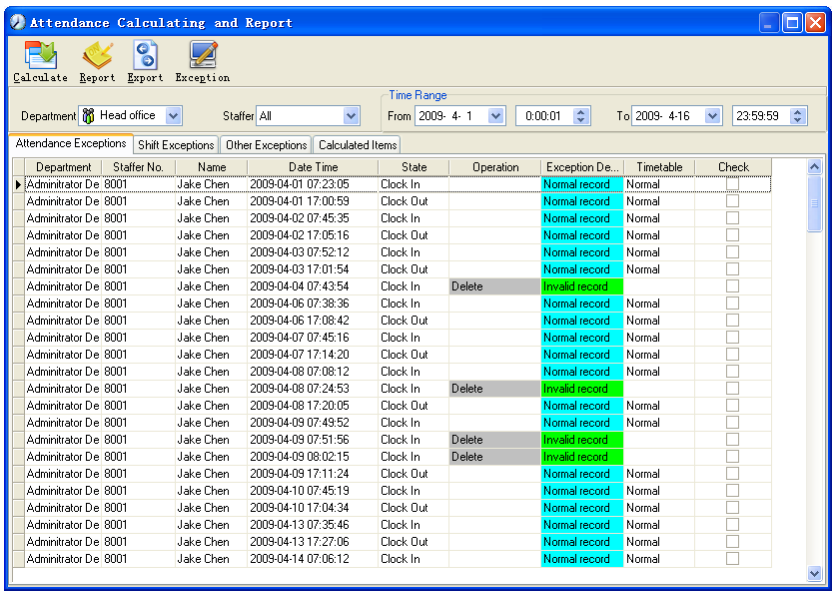
【Calculated Items】Display all Staff's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

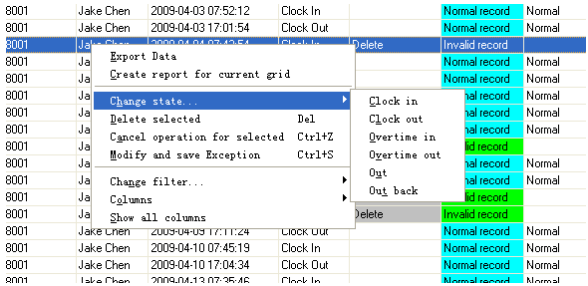
Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:


Attendance Calculating and Report
Calculate
Report
Export
Exception
Time Range
Department
Head office
Staffer
All
From
2009- 4- 1
0:00:01
To
2009- 4-16
23:59:59
Attendance Exceptions
Shift Exceptions
Other Exceptions
Calculated Items
Department
Staffer No.
Name
Date Time
State
Operation
Exception De...
Timetable
Check
Administrator De 8001 Jake Chen 2009-04-01 07:23:05 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-01 17:00:59 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-02 07:45:35 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-02 17:05:16 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-03 07:52:12 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-03 17:01:54 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-04 07:43:54 Clock In Delete Invalid record
Administrator De 8001 Jake Chen 2009-04-06 07:38:36 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-06 17:08:42 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-07 07:45:16 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-07 17:14:20 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-08 07:08:12 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-08 07:24:53 Clock In Delete Invalid record
Administrator De 8001 Jake Chen 2009-04-08 17:20:05 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-09 07:49:52 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-09 07:51:56 Clock In Delete Invalid record
Administrator De 8001 Jake Chen 2009-04-09 08:02:15 Clock In Delete Invalid record
Administrator De 8001 Jake Chen 2009-04-09 17:11:24 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-10 07:45:19 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-10 17:04:34 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-13 07:35:46 Clock In Normal record Normal
Administrator De 8001 Jake Chen 2009-04-13 17:27:06 Clock Out Normal record Normal
Administrator De 8001 Jake Chen 2009-04-14 07:06:12 Clock In Normal record Normal

We will see such mistakes as "state mistake "," invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):



The definition of each option as follows:

【Export Data】:Export the data in the current attendance record list to a file in txt or xls format;

【Create report for current grid】:Generate report based on the data in the current attendance record list for preview and print;

【Change state】:Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

【Delete selected】: mark the record as manual deleting, deleting when save it;

【Cancel operation for selected】:Cancel revision to this record;

【Deal with and save】:You can save the records that have been treated. If you want to see the changed records, you can click【modified record log】in system menu;

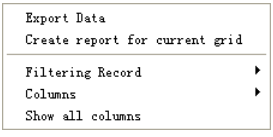
【Filter the record】:If there are too many records, you can filter them, and keep down the corresponding record you want;

【Columns】:Define the fields displayed. Meanwhile, the modification will take effect and be saved;

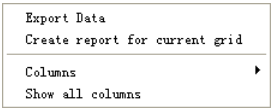
【Show all columns】:Display all fields in【Columns】;

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through【Modified Record Log】in【System】.

Right Click in【Shift Exceptions】the following shortcut menu will pop up:



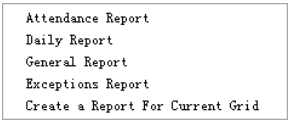
【Other Exceptions】,【Calculated Items】the following shortcut menu will pop up:



The operation is the same as stated above.

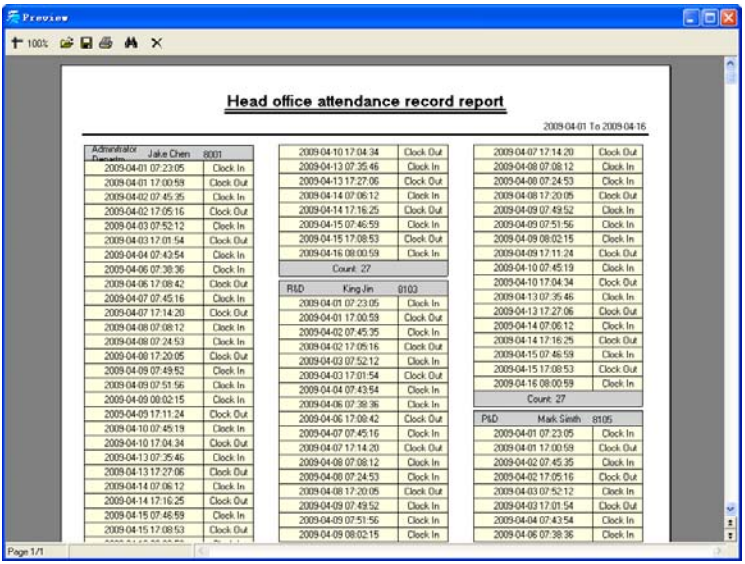
Report:

Click【Report】in pic5.6 and the following menu will pop up:

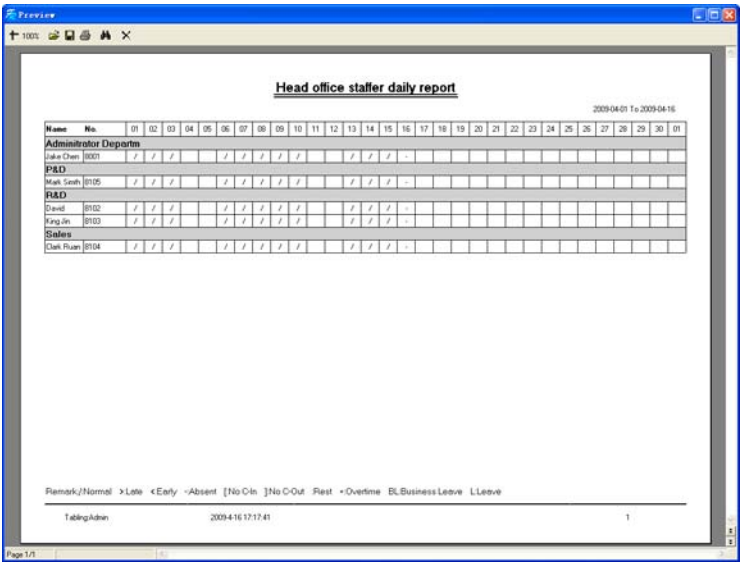


Pic5.7 Exception menu

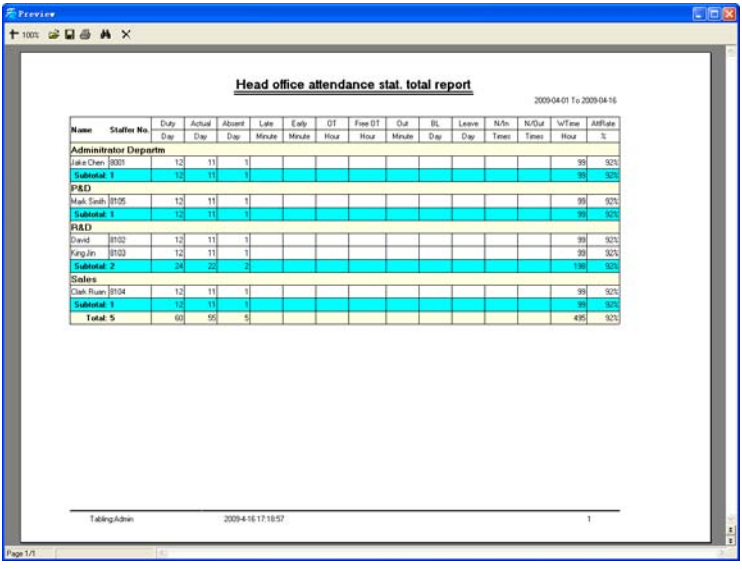
【Attendance Report】:Calculate staff's attendance record;



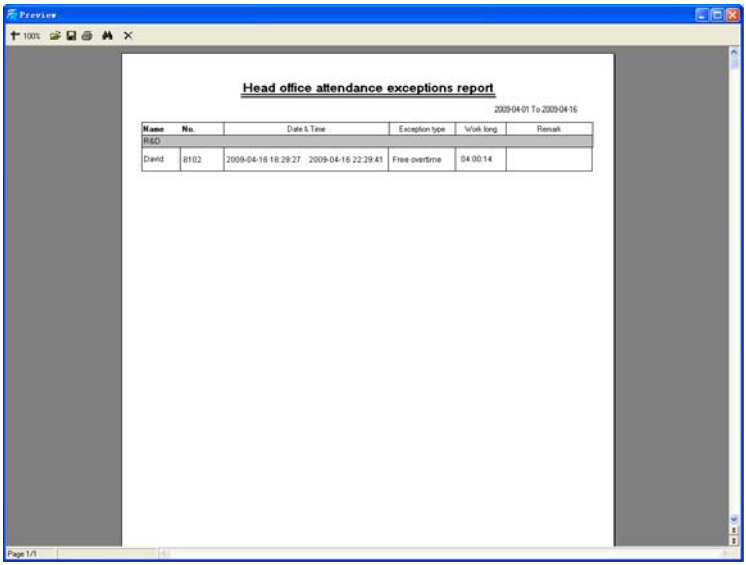
【Daily Report】:Calculate staff's daily attendance record;


Preview
Head office staffer daily report
2009-04-01 To 2009-04-16
Name No. 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 01
Administrator Departm
Jake Chen 8001
P&D
Mark Smith 8105
R&D
David 8102
King Jin 8103
Sales
Clark Ruan 8104
Remark:/Normal >Late <Early -Absent [No C-In]No C-Out Rest •Overtime BLBusiness Leave LLeave
TablingAdmin
2009-4-16 17:17:41
1
Page 1/1

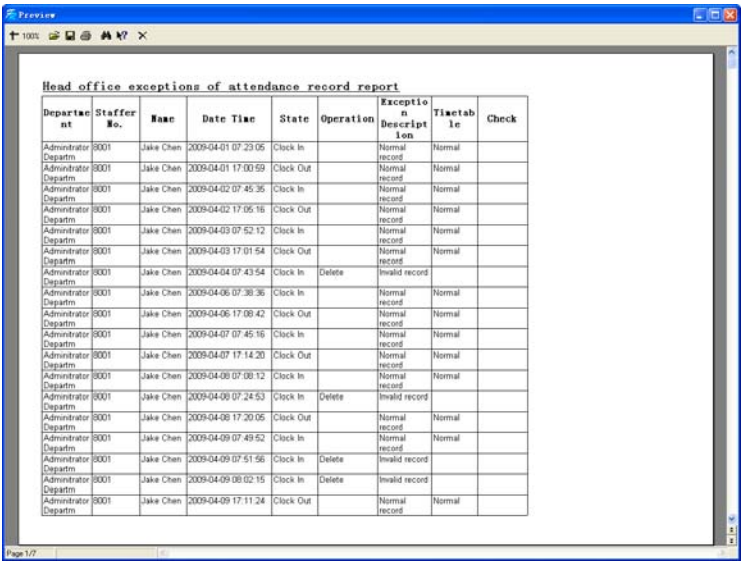
【General Report】:Calculate all staff's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;


Preview
Head office attendance stat. total report
2009-04-01 To 2009-04-16
Name Staffer No. Duty Day Actual Day Absent Day Late Minute Early Minute OT Hour Free OT Hour Out Minute BL Day Leave Day N/In Times N/Out Times WTime Hour AttRate %
Administrator Departm
Jake Chen 8001 12 11 1 99 92%
Subtotal: 1 12 11 1 99 92%
P&D
Mark Smith 8105 12 11 1 99 92%
Subtotal: 1 12 11 1 99 92%
R&D
David 8102 12 11 1 99 92%
King Jin 8103 12 11 1 99 92%
Subtotal: 2 24 22 2 198 92%
Sales
Clark Ruan 8104 12 11 1 99 92%
Subtotal: 1 12 11 1 99 92%
Total: 5 60 55 5 495 92%
TablingAdmin
2009-4-16 17:18:57
1
Page 1/1

【Exceptions Report】:Calculate staff's "out", "overtime", business leave/personal leave" etc;



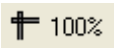
【Create a Report For Current Grid】:Print preview of the current displayed grid. For example: Attendance Report



Departme nt	Staffer No.	Name	Date Time	State	Operation	Exceptio n Descript ion	Timetab le	Check
Administrator Departm	8001	Jake Chen	2009-04-01 07:23:05	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-01 17:00:59	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-02 07:45:35	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-02 17:05:16	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-04 07:43:54	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-06 07:38:36	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-06 17:08:42	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-07 07:45:16	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-07 17:14:20	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-08 07:08:12	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-08 07:24:53	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-08 17:20:05	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-09 07:49:52	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-09 07:51:56	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-09 08:02:15	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-09 17:11:24	Clock Out		Normal record	Normal	

Print Report:

Toolbar of report preview is as the following picture:



Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click【Open】to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click【Save】to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

Print Report;

Close Preview

Data Export:

In picture 5.6, click【Export】 and the displayed data of grid in the current window will be exported to a file(*.txt or *.xls). It has the same function as 【Export Data】when right clicking in each grid.

Exceptions dealt with:

In pic5.6, click【Exception】 and the following menu will pop up:

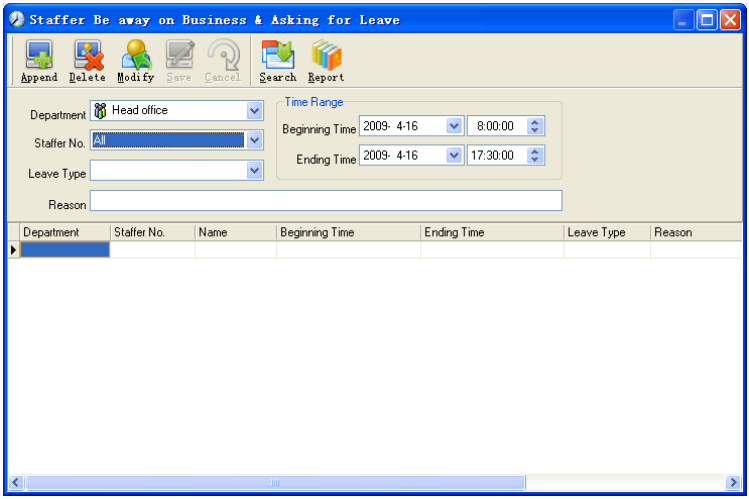
Click options one by one in the menu and the following modules will pop up respectively:【Append record】, 【Late/Early Collectively】,【Business Leave/leave】 and 【Modified Record Log】.If the calculation result is incorrect for some staff, first, please check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

5.5 Deal with Exceptions

Click 【**Exception**】 on the main menu, following springs:

5.5.1 Away on Business/ Leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click【Away on Business/ Leave】in【Exception】menu, the following interface springs:



Deal with staff away on business / leave:

Click 【Append】, then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

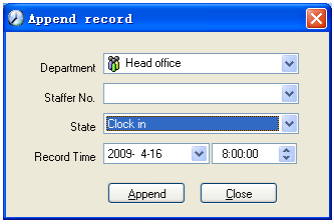
Select the appointed staffer whom you want to make this modification to, and click【Modify】. Then you can modify the relative information, click 【Save】 when ready.

Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click 【Delete】.

5.5.2 Append Record

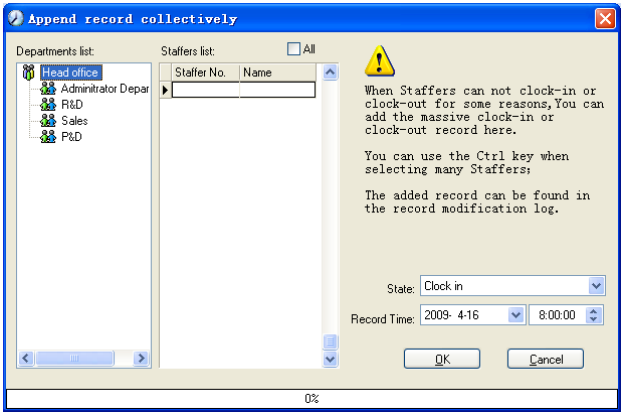
If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click 【Append Record】 in 【Exception】 menu, the following window Springs:



Select the relative items and click 【append】 when ready.

5.5.3 Append Record Collectively

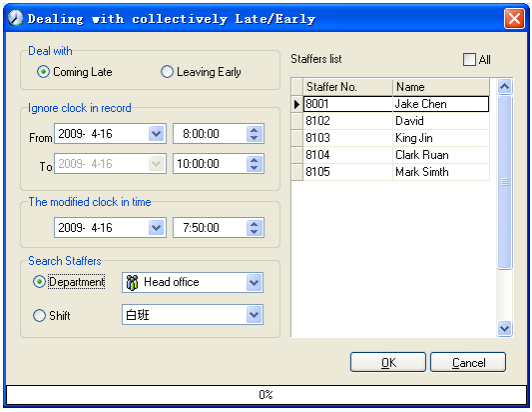
When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click 【Exception】--【Append Record Collectively】,following springs:



Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click【Ok】to finish.

5.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click 【Dealing with Collectively Late / Leaving】 in 【Exception】- menu. The following springs:

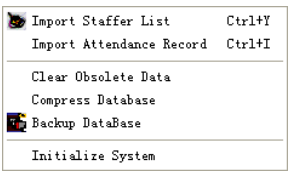


Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “ignore clock in record”;
3. Select the “modified clock in time”
4. Search staff through department or shift;
5. Select staff;
6. Click【OK】to confirm.

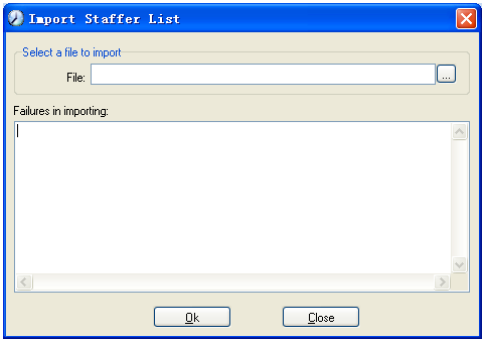
5.6 Data Maintenance

Click 【Data Maintenance】on the main menu, following springs:

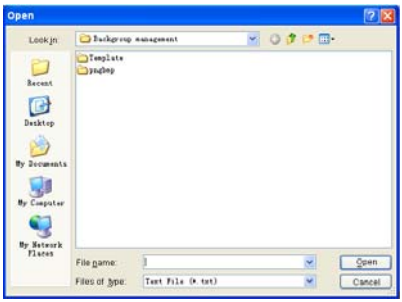


5.6.1 Import Staffer List

Click 【Import Staffer List 】 in【Data Maintenance】 menu. Pop up the following window:



Click [...] to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click 【open】to get back to above window, click 【ok】to start!

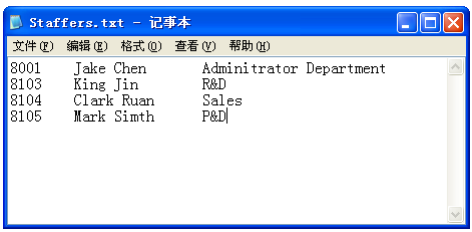
The definition of （*.txt） data format as follows:

This format of file only can import the staffer info of “ID, Name, and department”;

The format of data must follow: Staffer ID + Tab + Name + Tab + Department;

The information each staffer takes one line, no blank line between one another.

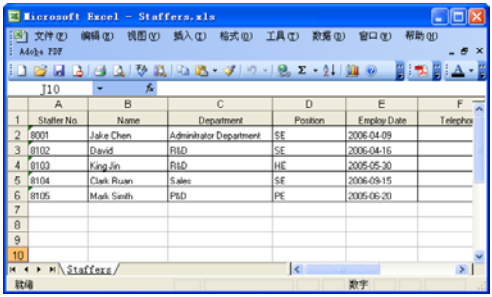
See following:


Staffers.txt - 记事本
文件(F) 编辑(E) 格式(O) 查看(V) 帮助(H)
8001 Jake Chen Adminitrator Department
8103 King Jin R&D
8104 Clark Ruan Sales
8105 Mark Simth P&D

The definition of MS Excel（*.xls） data format as follows:

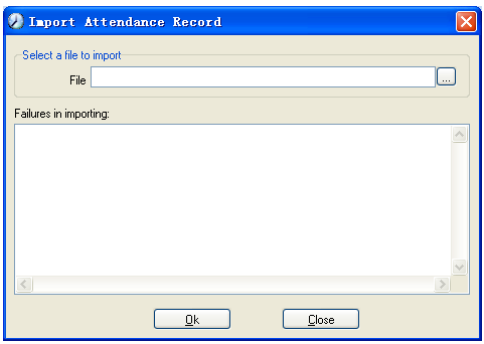
This format of file can import the staffer info includes: ”Staffer No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”;

put those items on the head line and input the items by order, the order can not be changed.



5.6.2 Import Attendance Record

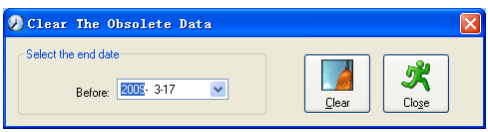
Click 【Import Attendance Record】 in 【Data Maintenance】 menu, Springs the following window:



Click ... to select the attendance record file for importing, and click【ok】 to start.

5.6.3 Clear Obsolete Data

Click【Clear Obsolete Data】in【Data Maintenance】menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click 【clear】 to complete this operation, after the clearance, the system will prompt asking you to compress the

database as following shows, select 【ok】 to finish. (Note: you can only clear the data of one month ago)

5.6.4 Compress Database

Click【Compress Database】in【Data Maintenance】 menu to compress and repair the database

5.6.5 Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click【Backup Database】in【Data Maintenance】menu, then select the route to backup the database. Click【save】when ready.

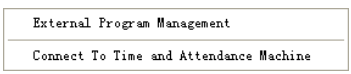
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6 Initialize System

Click 【Initialize System】 in 【Data Maintenance】 to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

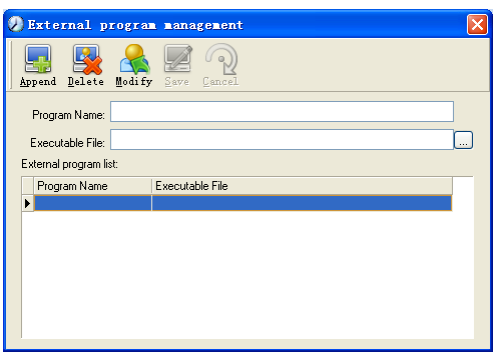
5.7 External Program Management

Click 【External】 on the main menu, following springs:



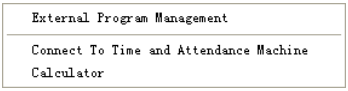
5.7.1 External Program Management

We can append external program into time attendance program for convenient operation. Click【External】-【External Program Management】, following springs:



Firstly, we can click【Append】to add a new menu. For example, we need

“calculator” when we are operating, input “Calculator ” into the input field of 【Program name】, and then input “C:\WINDOWS\system32\cacls.exe” into the input field of Executable file or browse ... to find the calculator program, click【Save】to finish at last. We will see【Calculator】when you open【External program management】over again:



5.7.2 Connect to Time Attendance Machine

Click 【External】-【Connect to Time Attendance Machine】springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

Chapter6 FAQ

Frequently asked questions and answers

6 FQA

6.1 Fingerprint has enrolled but often gets failure in identification.

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface（adhesive tapes recommended）
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2 The machine cannot connect with PC.

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No)	Please enter the right COM No
4. Not able to connect TCP/IP (wrong setting)	Refer to the manual for connecting Time Attendance terminal

6.3 No records found though staff have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time

2. Minority staff fingerprint false accepted	1. Add records manually 2. Adjust fingerprint matching precision 3. Change another finger and enroll again.

6.4 Clock's time works fine, but FP scanner is off, staffer cannot attendance

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart the machine or change the fingerprint module

6.5 We do not use the ID + fingerprint mode to verified.

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Set 1:1 identification method for this user.

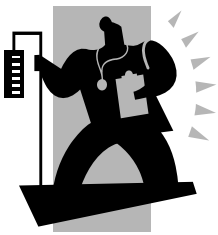
6.6 The unit beeps automatically when no one punches in/out.

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface（adhesive tapes recommended）

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

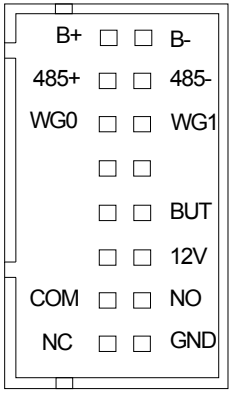
Chapter7 Appendix

The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.



7 Appendix

7.1 Interface Illustration



B+: door bell input B-: door bell output

485+: RS485 input 485-: RS485 output

WG0: Wiegand Signal D0 WG1: Wiegand Signal D1

BUT: button 12V:12V power supply input

COM: Dry contact signal public connector GND: public ground

NO: Dry contact signal connector (normal open)

NC: Dry contact signal connector (normal close)

Note : TC300/ TC350 don't have the wiegand signal output .

7.2 Illustration for pressing fingerprint

Correct method:

Place the center of the finger on the center of scanner window.

Wrong method:

Too less valid area Too left Too right Defluxion Too down

1. It is better for each user to register two finger prints in case of one finger can not work.

2. Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.

3. Keep the angle and direction of finger the same each time placing on scanner.

4. If your finger has sweat or water, please make it dry first and then register .

5. If your finger is too dry, make it a little wet or touch the forehead to increase oily of the finger, press a little hard on scanner.（the dry finger can cause the finger image not clear .

6. Avoiding the callus , peeling or injury of the finger to ensure the register and identification successful.

7. You'd better register the thumb first , then index finger or middle finger to increase the precision.